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ABSTRACT

The 1973-75 faculty handbook provides faculty members with a ready reference to established policies and procedures at East Carolina University. The manual details the purpose and objectives of the University individually and as part of the North Carolina University system; the organization and administration; the policy making process and machinery; the lines of authority and responsibility; the responsibilities of key officers; and the operation of faculty organizations. The academic information section outlines the academic policies and procedures; instructional facilities; and evaluation of students. The guide also includes the university's personnel policies regarding such things as appointments, promotions, tenure, salaries, fringe benefits, and facilities and services available to faculty. The final section provides information on the student personnel program. (JMF)

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East Carolina University/1973-75

FACULTY MANUAL

HE 007 693

FACULTY MANUAL

East Carolina University

1973-75

Prepared
for the
Faculty of

EAST CAROLINA UNIVERSITY
Greenville, North Carolina

TABLE OF CONTENTS

PART I: INTRODUCTION 1
PURPOSE AND OBJECTIVES OF EAST CAROLINA UNIVERSITY 3
PART II: ORGANIZATION AND ADMINISTRATION 4
THE UNIVERSITY OF NORTH CAROLINA 4
POLICY-MAKING PROCESS 5
Board of Trustees 5
Chancellor 6
General University Administration 6
POLICY-MAKING MACHINERY 6
Academic Policy 6
Academic Council 7
Faculty Organization (General Faculty, Faculty Senate, Graduate Faculty, Graduate Council) 7
Academic Committees 8
Administrative Policy 14
Administrative Council 14
Administrative Committees 14
LINES OF AUTHORITY AND RESPONSIBILITY 16
Academic 16
Faculty Senate, Graduate Council 16
Academic Committees 16
Individual Faculty Members, Students 16
Administrative 16
Execution of Policy 16
Administrative Council 16
Individual Faculty Members, Students 17
RESPONSIBILITIES OF KEY OFFICERS 17
Chancellor 17
Vice Chancellor and Dean of the University 17
Vice Chancelor for Business Affairs 17
Vice Chancellor for External Affairs 18
Vice Chancellor for Health Affairs 18
Equal Employment Opportunity Officer 19
Academic Affairs 19
Provost 19
Deans of Colleges and Schools and Chairmen of Departments 20
Dean of Admissions 23
Registrar 23
Director of Library Services 23

Dean of Division of Continuing Education 24
Director of International Education 24
Athletic Affairs 25
Director of Athletics 25
Development 25
Director of Institutional Development 25
Director of Sponsored Programs 26
Director of Public Relations 26
Director of Institutional Research 26
Director of Alumni Affairs 26
Director of Career Planning and Placement Service 27
Director of East Carolina University Regional Development Institute 27
Director of Computing Center 28
Student Affairs 28
Dean of Student Affairs 28
Associate Dean of Student Affairs for Activities 29
Associate Dean of Student Affairs for Men 29
Associate Dean of Student Affairs for Women 30
Director of Counseling Center 30
Director of Religious Activities 30
Director of Housing 31
Financial Aid Officer 31
Business Affairs 31
Vice Chancellor for Business Affairs 31
Business Manager 32
Comptroller 32
Cashier 32
Purchasing Officer 32
Director of Personnel 32
Payroll Officer 33
Director of Laundry 33
Manager, Students Supply Stores 33
Director of Physical Plant 33
Plant Engineer 34
Superintendent of Buildings and Grounds 34
Director of Security 34
Housekeeping Administrator 34
MEETINGS 35
Faculty Senate Meetings 35
Faculty Meetings 35
Graduate Council and Graduate Faculty Meetings 36
Departmental Staff Meetings 36

Departmental Assemblies 36
University Assemblies 36
Commencement Exercises 36
Academic Apparel 37
PART III: ACADEMIC INFORMATION 38
ACADEMIC POLICIES AND PROCEDURES 38
Announcements 38
Faculty Load 38
Office Hours 38
Academic Counseling 39
Application for Graduation 39
Senior Summary Sheet 39
Registration 40
Preregistration 40
Student Load 40
Schedule of Classes 41
Selection of Courses 41
Repetition of Course Work 42
Change of Major 42
Double Major 43
Drop-Add 43
Official Withdrawal 44
Class Roll Verifications 45
Posting of Grades 45
Reporting of Grades to Registrar's Office 45
Reporting of Removal of Incompletes and Deferred Grades to Registrar's Office 45
Change of Grade 46
Faculty Absence 46
Class Attendance Regulations 47
Class Attendance and Extracurricular Activities 47
Credit by Examination 48
New Courses, Course Revisions, New Degree Programs 48
Curriculum Course Bank 49
Certification 49
INSTRUCTION 50
Orientation to Courses 50
Textbooks 50
Desk Copies 52
Syllabi 53
Tests and Examinations 53
Supervising Tests 54

CONTENTS—Cont.

Re-examinations 54
Student Teaching 54
INSTRUCTIONAL FACILITIES 58
Use of University Property 58
Maintenance and Operation of Buildings 60
Use of Auditoriums 61
THE LIBRARY 62
Library Hours 62
Circulation of Books and Periodicals 62
Reserve 63
Audio-Visual Materials 63
Ordering 63
Government Documents 64
Interlibrary Loan Service 64
U.N.C. Cooperative Lending Agreement 65
THE HEALTH AFFAIRS LIBRARY 65
Library Hours 65
Circulation 65
Reserve 66
Audio-Visual Materials 66
Ordering 66
Interlibrary Loan 66
EVALUATION OF STUDENTS 67
Student Information Services 67
Student Counseling 67
PART IV: PERSONNEL POLICIES 68
EMPLOYMENT POLICIES 68
APPOINTMENT 69
RANKS 69
PROMOTION 69
TENURE 69
LEAVE OF ABSENCE 70
RESIGNATIONS AND REAPPOINTMENT 71
RETIREMENT 71
ORIENTATION OF NEW FACULTY 71
SALARY POLICIES 72
Salary Payments 72
Maximum and Average Salaries for 9 Months 72
Withholding Tax 72
WELFARE AND BENEFITS 73
Emergencies and Unusual Occurrences 73
Workmen's Compensation 73

CONTENTS—Cont.

Social Security 74
Retirement 75
Vacation and Sick Leave 79
Hospitalization 79
Life Insurance 80
Disability Salary Continuation Plan 80
Income Protection Plan 81
Tax Deferred Annuity 81
U.S. Savings Bonds 82
Travel Expenses 82
Supplies, Equipment, and Contractual Services 86
Collection of Money 88
Vehicle Registration 88
Automobile License 88
INSTITUTIONAL SERVICES AVAILABLE TO FACULTY 89
Admission to Athletic contests 89
AAUP 89
Cafeterias 89
Central Ticket Office 89
Computing Center 90
Continuing Education 90
Credit Union 91
East Carolina Union 91
Campus Directory 92
Grants and Foundations 92
Policy Statement Relative to the Protection of Human Beings as Research Subjects 93
Housing 95
Infirmary 95
Instructional Media 96
Laundry 96
Lost and Found Articles 96
News Bureau 96
Post Office and Campus Mail Service 97
Publications Available to Faculty 98
Remission of Tuition Fees for Faculty 98
Students Supply Stores 99
Summer Session 99
Swimming 99
Telephone Service 100
University Marshals 100

CONTENTS—Cont.

PART V: STUDENT PERSONNEL PROGRAM 101
ADMISSION 101
Summer Session Admission 101
ACADEMIC AND NON-ACADEMIC SERVICES 101
Alumni Association 101
Auditing 102
Career Planning and Placement Service 103
Counseling Center 103
Medical Attention 104
Radio 105
Religious Activities 105
Reading Laboratory 106
Speech and Hearing Clinic 107
Student Financial Aid 107
Student Organizations 107
STUDENT DISCIPLINE 108
Student Conduct, General 108
Student Conduct in Class 108
Student Government Association 108
APPENDIX A: CONSTITUTION OF THE FACULTY SENATE, EAST CAROLINA UNIVERSITY 109
APPENDIX B: CHARTER OF THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA 123
APPENDIX C: PERSONNEL POLICY AND PROCEDURE FOR THE FACULTY OF EAST CAROLINA UNIVERSITY 127
APPENDIX D: PROVISIONS REGARDING TENURE AND ACADEMIC DUE PROCESS, EAST CAROLINA UNIVERSITY 135
APPENDIX E: ACADEMIC FREEDOM 140
APPENDIX F: GRADUATE SCHOOL ORGANIZATION 142
APPENDIX G: NORMAL ACADEMIC CHANNELS, EAST CAROLINA UNIVERSITY 145
APPENDIX H: RESOLUTION OF THE BOARD OF GOVERNORS CONCERNING THE EMPLOYMENT OF RELATED PERSONS 146
INDEX 149

PART I

Introduction

This manual has been designed to provide faculty members with a ready reference to established policies and procedures at East Carolina University. Suggestions for additions and revisions are encouraged and should be made directly to the Provost.

It is asked that each new faculty member become familiar with the contents of this manual immediately. All members of the University family should use it for reference whenever occasion demands.

East Carolina University is an Equal Opportunity Employer. The University will consider all applicants for employment and handle all employee matters without regard to race, sex, creed, color, or national origin. Every effort will be made to insure fair treatment for each and every employee at all times.

Alfred North Whitehead has said that "The justification for a university is that it preserves the connection between knowledge and the zest for life, by uniting the young and the old in imaginative consideration of learning." The task of administration in institutions of higher education is to see that this is done—to bring the young under the influence of those who are prepared to teach them.

This involves more than providing a latter-day Mark Hopkins on one end of a log and a student on the other. The principles may be the same but the log is more sophisticated. Increased enrollments and the real demands for increased services bring to a modern campus management problems related to physical plant, budget and investment, research institutes, business enterprises such as bookstores and cafeterias, and a great many other extra-academic adjuncts. Future growth will bring greater complexity and a greater bureaucracy.

The basic administrative problem now and in the future for East Carolina University is that of dealing with this growing organization in a manner that enhances rather than interferes with the intellectual creativeness of the

faculty and the students. The University meets a part of this problem by devising effective procedures for handling the daily and recurrent functions of registration, admissions, curriculum building, faculty retention, degree requirements and similar matters. More important to the proper growth and development of this institution is the organization and conduct of the administration of the University in such a manner as to allow the chief administrative officers to be free enough from routine to join with and give positive leadership to the faculty in building policy.

At East Carolina University there has been for some time a clear recognition of the fact that effective leadership relates closely to the ability of the administrator to bring together those persons affected by a decision into the process of decision-making. This, of course, does not mean that there is a total reliance on faculty decision-making in every area. This would be impractical in most cases and illegal in others. What it does mean, as the analysis of our present policy-making structure will show, is that there is a high degree of collaboration among faculty and administrative officers in institutional policy-making, whether their opinions establish decisions or not. This collaboration establishes a rational process for administration. In making organizational projections, East Carolina University will make make every effort to maintain and improve this rational process.

An analysis of the University administrative structure is presented in Part II. Attention is first given to the policy-making process, next, to an exposition of the lines of authority and responsibility and, last, to an analysis of the responsibilities of key administrative officers.

Part III deals with academic matters; Part IV, with personnel policies; Part V, with student personnel programs. Various documents of interest and concern to the faculty are presented in the appendices.

PURPOSE AND OBJECTIVES OF EAST CAROLINA UNIVERSITY

The purpose of East Carolina University is to provide an environment and atmosphere conducive to the pursuit, discovery, and dissemination of knowledge and to serve the region, as well as the broader national and international communities, by the development of its material and human resources.

Toward this end, East Carolina University is committed:

To encourage students to develop high standards of personal achievement and an understanding of the nature of academic endeavor, and to provide students with a foundation for subsequent study;

To prepare students for full and purposeful lives through undergraduate, graduate, and professional instruction;
To promote pure and applied research;

To provide services to the general community through research efforts, through programs of continuing education, through cultural programs, and through service agencies;

To develop programs of instruction, research, and service, including terminal graduate and professional programs; and

To cooperate with other educational institutions for the advancement of mankind.

PART II

Organization and Administration

THE UNIVERSITY OF NORTH CAROLINA
(Sixteen Constituent Institutions)

The University of North Carolina was chartered in 1789 and opened its doors to students in 1795. Throughout most of its history, it has been governed by a Board of Trustees chosen by the Legislature and presided over by the Governor. During the period 1917-1972, the Board consisted of one hundred elected members and a varying number of *ex officio* members.

By act of the General Assembly of 1931, without change of name, it was merged with The North Carolina College for Women at Greensboro and The North Carolina State College of Agriculture and Engineering at Raleigh to form a multicampus institution designated The University of North Carolina.

In 1963 the General Assembly changed the name of the campus at Chapel Hill to The University of North Carolina at Chapel Hill and that at Greensboro to The University of North Carolina at Greensboro and, in 1965, the name of the campus at Raleigh to North Carolina State University at Raleigh.

Charlotte College was added as The University of North Carolina at Charlotte in 1965, and, in 1969, Asheville-Biltmore College and Wilmington College became The University of North Carolina at Asheville and The University of North Carolina . . . ." In slightly different language, this

A revision of the North Carolina State Constitution adopted in November 1970 included the following: "The General Assembly shall maintain a public system of higher education, comprising The University of North Carolina and such other institutions of higher education as the General Assembly may deem wise. The General Assembly shall provide for the selection of trustees of The University of North Carolina . . . ." In slightly different language, this provision had been in the Constitution since 1868.

On October 30, 1971, the General Assembly in special session merged, without changing their names, the other

ten state-supported senior institutions into the University as follows: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, North Carolina School of the Arts, Pembroke State University, Western Carolina University, and Winston-Salem State University. This merger, which resulted in a statewide multicampus university of sixteen constituent institutions, became effective on July 1, 1972.

The constitutional Board of Trustees was designated the Board of Governors, and the number was reduced to thirty-two members elected by the General Assembly and with the authority to choose its own chairman and other officers. It is "responsible for the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." However, each constituent institution has a local board of trustees of thirteen members, eight of whom are appointed by the Board of Governors, four by the Governor, and one, the elected president of the student body, whose principal powers are exercised under a delegation from the Board of Governors.

Each institution has its own faculty and student body, and each is headed by a chancellor as its chief administrative officer. Unified general policy and appropriate allocation of function are effected by the Board of Governors and by the President with the assistance of other administrative officers of the University. The General Administrative office is located in Chapel Hill.

The chancellors of the constituent institutions are responsible to the President as the chief administrative and executive officer of The University of North Carolina.

POLICY-MAKING PROCESS

Board of Trustees

East Carolina University has its own Board of Trustees, consisting of thirteen members chosen as follows: eight elected by the Board of Governors, four appointed by the Governor, and the President of the Student Government Association of East Carolina University. The Board of Trustees elects from its membership a Chairman, Vice

Chairman, and Secretary. The principal powers of the Board of Trustees are exercised under a delegation from the Board of Governors.

Chancellor

The Board of Governors elects the Chancellor, who is the chief administrative and executive officer of East Carolina University. The Chancellor is charged with the responsibility of putting into effect the policies and regulations of the Board of Governors through the President and of the Board of Trustees. All personnel of the University are responsible either directly or indirectly to the Chancellor.

General University Administration

Assisting the Chancellor in directing the affairs of the University are the Vice Chancellor and Dean of the University, the Vice Chancellor for Business Affairs, and the Vice Chancellor for External Affairs. Directly responsible to the Vice Chancellor and Dean are the Vice Chancellor for Health Affairs, the Provost, the Dean of Student Affairs, and the Director of Institutional Development. The responsibilities of each of these officers are described in subsequent sections of this manual.

POLICY-MAKING MACHINERY

The machinery of policy formulation distinguishes between academic and administrative agencies and between policy formulation and execution. The following subsections describe the present policy-making machinery.

Academic Policy

Academic policy recommendations from any source are referred to the Graduate Council or the Faculty Senate; these bodies also ratify, amend, or remand all matters of academic policy which have been recommended by any standing or special committee of East Carolina University. The Chancellor acts upon the recommendations of the Graduate Council and the Faculty Senate.

Academic Council

The Academic Council includes the Chancellor as Chairman, the Vice Chancellor and Dean of the University, the Vice Chancellor for Business Affairs, the Vice Chancellor for Health Affairs, the Vice Chancellor for External Affairs, the Provost, the Dean of Student Affairs, the Dean of the College of Arts and Sciences, the Dean of the General College, the Deans of the Graduate and professional Schools, the Associate Dean of the Graduate School, the Chairmen of academic departments, the Director of Library Services, the Dean of the Division of Continuing Education, the Dean of Admissions, the Chairman of the Faculty, the Director of Institutional Development, and the Director of Institutional Research, plus the Registrar and Assistant Deans of the schools as non-voting members. The Academic Council serves in an advisory capacity to the Chancellor.

Faculty Organization

(General Faculty, Faculty Senate, Graduate Faculty, Graduate Council)

The faculty organization of East Carolina University is comprised of the General Faculty, the Faculty Senate, the Graduate Faculty, and the Graduate Council. The Faculty Senate is the legislative and advisory body which represents the General Faculty and provides the means by which the faculty is enabled to fulfill its function with respect to faculty welfare and academic and educational policies exclusive of graduate programs. See Appendix A, Constitution of the Faculty Senate.

The Graduate Council represents the members of the Graduate Faculty as a legislative and advisory body in the matter of graduate academic and educational policies. It is composed of one representative from each school and department offering a graduate degree program and is elected by the Graduate Faculty; seven *ex officio* administrative officials are also members. It meets not less than once a month to deal with current matters and to hear and act upon reports and recommendations of its standing and special committees. The Dean of the Graduate School, who is re-

sponsible for the administration of the policies of the Graduate School, is chairman of both the Graduate Council and the Graduate Faculty. See Appendix F, Graduate School Organization.

Academic Committees

The following principles govern membership and structure of the academic committees:

Membership is limited to those faculty members holding academic rank as opposed to those holding only administrative rank, except for student members of certain committees and certain *ex officio* members designated by the Chancellor. The Chancellor, the Vice Chancellor and Dean of the University, and the Chairman of the Faculty are considered to be *ex officio* members of all committees.

Members of committees are appointed in accordance with their ability, training, and experience rather than as repreentatives of their several departments or schools. Members are appointed to staggered three-year terms. Faculty members are generally not appointed to more than one academic committee.

The Chairman of each committee should be a full-time teaching member of the faculty, elected by the committee.

The Chancellor appoints committee members. Half of the membership, exclusive of certain designated *ex officio* members, is nominated by the Vice Chancellor and Dean of the University and the other half by the Faculty Senate in whatever manner it desires. Student members are nominated by the Student Government Association for appointment. The Chancellor appoints one member to each Committee to make an odd number.

Operations of University Academic Committees and Standing Committees of the Faculty Senate

1. Membership

   The official list of committee membership shall be distributed by the Vice Chancellor and Dean to every faculty member in September of each year.

The first person on each list shall schedule the initial organizational meeting, for the purpose of electing officers, within two weeks of receipt of the official list.

2. Officers

Officers of each committee are elected from the membership of the committee, excluding *ex officio* members, for a term of one year. Previous service as a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairman, a vice chairman, and a secretary.

Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

3. Operations

The charge of each university academic committee will be found below in this *Faculty Manual* and the charge of each standing committee of the Faculty Senate will be found in the Senate constitution and bylaws (Appendix A).

Each committee shall operate according to the latest version of *Robert's Rules of Order.*
Minutes of each committee shall be sent to the Vice Chancellor and Dean, Chairman of the Faculty, Faculty Senate office, Chairman of Committee on Committees, and members of the committee.
A file of each committee's activities, minutes and other records shall be maintained in the Faculty Senate office.

A committee annual report shall be composed according to the official form and distributed to all general faculty before the last regular meeting of the Senate.
Committees shall report interim activities to the Senate at a time scheduled by the Senate.

ANNUAL REPORT OF THE ..... COMMITTEE

I. Date:
To:
From:
Subject:

II. Membership of the committee (including *ex officio* members)

III. Meetings of the committee (including dates, members absent)

IV. Dates of reports to the Faculty Senate during the year

V. Questions discussed by the committee during the year

VI. Policy recommendations made by the committee

VII. Response to the committee's recommendations by the appropriate agencies

VIII. Committee's evaluation of:

a. Its structure

b. Its duties

c. Its functioning

d. Its personnel

Currently, there are twelve academic committees as well as six standing committees of the Faculty Senate.* As the need arises, additional committees will be created to assist in the policy-making process.

1. Admissions—5 faculty members, 2 alternate faculty members, and 1 student member plus *ex officio:* Provost, Dean of Admissions.
Quorum: 3 faculty members exclusive of *ex officio*

The Admissions Committee recommends policies governing undergraduate admission and readmission to reg-

*The standing committees of the Faculty Senate are listed in Appendix A, Constitution of the Faculty Senate, East Carolina University, following the By-laws.

ular sessions and to the summer sessions for entering students and transfer students. It serves as an appeals board for students who for sufficient reason cannot meet admission requirements. This committee suggests to the Dean of Admissions such research studies as are helpful for evaluation of the efficiency of current practices. Members appointed must agree to serve at certain times when appeals must be heard when the University is not in session. Alternate members are appointed to facilitate meeting at these times.

2. Calendar—5 faculty members and 1 student member plus *ex officio:* Provost
   Quorum: 3 faculty members exclusive of *ex officio*

The Calendar Committee decides (1) on the number of days the University shall be in session during the regular terms and on the beginning and closing dates; (2) on the number of days and the beginning and closing dates for each quarter and summer session term; (3) on the scheduling of examination periods; and (4) on the scheduling of holidays and vacation periods.

3. Continuing Education—5 faculty members and 1 student member plus *ex officio:* Dean of Division of Continuing Education
   Quorum: 3 faculty members exclusive of *ex officio*

The Continuing Education Committee acts primarily as an advisory group on programs and future directions of continuing education. In addition, the committee examines and recommends policies relating to the entire concept of work outside the regularly assigned departmental loads, including extension teaching and consultant activities.

4. Credits—5 faculty members and 1 student member plus *ex officio:* Provost
   Quorum: 3 faculty members exclusive of *ex officio*

The Credits Committee recommends policies and practices pertaining to academic credits and academic standards. It serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.

5. Faculty Affairs—6 faculty members and 2 alternate members plus *ex officio:* Chairman of the Faculty
   Quorum: 3 faculty members exclusive of *ex officio*

The Faculty Affairs Committee consults with the proper administrative officers in the recruitment of new members of the faculty, makes recommendations to administrative officers on policy for departments concerning persons joining the faculty, recommends criteria for promotion in rank and for merit increases in salary, and considers fringe benefits and other forms of compensation.

6. Faculty Welfare—5 faculty members plus *ex officio:* Chairman of the Faculty, Director of Personnel
   Quorum: 3 faculty members exclusive of *ex officio*

The Faculty Welfare Committee investigates, studies, and recommends programs or policies which relate to the general welfare of the faculty or of specific faculty members. It also studies and recommends all types of group insurance which might be of benefit to the faculty.

7. Library—9 faculty members (at least 3 from Graduate Faculty) and 1 student member plus *ex officio:* Director of Library Services
   Quorum: 5 faculty members exclusive of *ex officio*

The Library Committee serves in an advisory capacity on matters relating to the services and facilities of the library; formulates and recommends policies governing the development of collections of books, periodicals, other instructional materials, and the apportioning of the library budget; interprets the probems and policies of the library to the faculty and brings faculty opinion and needs to the library staff.

8. Student Guidance—5 faculty members and 1 student member plus *ex officio:* Director of Counseling Center, Dean of General College
   Quorum: 3 faculty members exclusive of *ex officio*

The Student Guidance Committee determines the guidance and counseling needs of students and makes recommendations to the proper administrative authorities on steps to be taken to meet these needs.

9. Student Recruitment—5 faculty members and 1 student member plus *ex officio:* Dean of Admissions
   Quorum: 3 faculty members exclusive of *ex officio*

The Student Recruitment Committee recommends policies governing recruitment and orientation of students entering East Carolina University. In addition, the committee makes special recommendations to the Dean of Admissions and to the Associate Dean of Student Affairs for Men regarding special recruitment and orientation problems relating to minority groups.

10. Student Scholarships, Fellowships, and Financial Aid—5 faculty members and 1 student member plus *ex officio:* Danforth and Woodrow Wilson Representative, Dean of Student Affairs, Financial Aid Officer
    Quorum: 3 faculty members exclusive of *ex officio*

The Student Scholarships, Fellowships, and Financial Aid Committee recommends policy in the granting of scholarships and fellowhips, interviews nominees and selects recipients of the East Carolina University academic scholarships and merit scholarships, and reviews periodically the overall financial aid program.

11. Teacher Education—7 faculty members and 1 student member plus *ex officio:* Dean of School of Education, Director of Student Teaching
    Quorum: 5 faculty members exclusive of *ex officio*

The Teacher Education Committee studies the present teacher education curricula of East Carolina University by departments; recommends that duplication of courses be corrected and that needed curricula be added; studies the changes in the teacher education program which should be made in order to keep pace with modern trends; studies teacher education programs of statewide organizations to analyze the type of teacher education that now exists, determines the type of teacher education needed, and recommends the steps that should be taken to obtain it; promotes various means of encouraging students to enter the teaching profession.

12. University Curriculum—11 faculty members and 2 student members plus *ex officio:* Provost
    Quorum: 7 faculty members exclusive of *ex officio*

The University Curriculum Committee studies undergraduate curricula and evaluates their effectiveness in meeting the objectives of the University; receives, considers, and recommends to the Faculty Senate curriculum changes, new courses, or new programs of instruction including general education requirements for all undergraduate curricula; recommends policy for deletion of courses from the curricula and the catalogue.

Administrative Policy

Administrative policy, as distinct from academic policy, is formulated by the Administrative Council, assisted by Administrative Committees.

Administrative Council

The Administrative Council includes the Chancellor as Chairman, the Vice Chancellor and Dean of the University, the Vice Chancellor for Business Affairs, the Vice Chancellor for Health Affairs, the Vice Chancellor for External Affairs, the Provost, the Dean of each college and school (including the General College and the Graduate School), the Dean of Student Affairs, the Associate Dean of the Graduate School, the Dean of the Division of Continuing Education, the Dean of Admissions, the Director of Library Services, the Chairman of the Faculty, the Director of Institutional Development, the Director of Institutional Research, and the Registrar as a non-voting member. The Administrative Council serves in an advisory capacity to the Chancellor.

Administrative Committees

Administrative committees are appointed by the Chancellor and report directly to him. They consist of committees, councils, and boards not responsible to the Faculty Senate because of their functions.

Ad hoc Doctoral Committee
Ad hoc Drug Committee
Ad hoc Rehabilitation Committee
Advisory Committee for Instructional Media Program

Advisory Committee for Moyewood Center
Advisory Committee on Program and Budget Implications
Advisory Council for Developmental Evaluation Clinic
Board of Inquiry
Campus Long-Range Planning Committee
Chancellor's Advisory Council
Civil Rights Compliance Committee
Commencement Committee
Committee on Purposes
Committee on Status of Women
Committee on Transfer Credit
Computing Center Policy Committee
Distinguished Professors Committee
Due Process Committee
ECU Activities Board
ECU Council on Athletes (see *Athletic Affairs:* **Director of Athletics**)
ECU Foundation Academic Committee
Faculty-Administration- Student Drug Board
Faculty Athletic Committee (see *Athletic Affairs:* **Director of Athletics**)
Family Life Committee
Hospitality Management Curriculum Committee
Housing Appeals Committee
Land Usage Committee
Learning Laboratory Committee
Marine Resources and Environmental Studies Committee
Occupational Education Committee
Policy and Review Committee on Human Research
Pre-Medical/Pre-Dental Evaluation Committee
Research Council
Review Board Committee
Scholarship Weekend Committee
Security Committee
University Employee Benefits Committee
University Hearing Committee
University Manuscript Committee
University Traffic Committee
University Traffic Appeals Committee
Wahl-Coates Professional Council

LINES OF AUTHORITY AND RESPONSIBILITY

Academic

Faculty Senate, Graduate Council

The Faculty Senate may initiate suggestions for academic policy. It hears reports from University academic committees and refers some matters to academic committees for further study. The Graduate Council, as the representative body of the Graduate Faculty, sends its recommendations directly to the Chancellor. See Appendices A and F.

Academic Committees

Committees of the faculty report to the Faculty Senate and furnish periodic reports upon request as well as an annual report prior to the last scheduled meeting of the Senate as described in a preceding section of this *Manual.*

Individual Faculty Members, Students

Individual faculty members are represented in the policy-making machinery through both the Faculty Senate and the Chancellor's Advisory Council. Student participation is possible through representation on the various academic committees and some administrative committees.

Administrative

Execution of Policy

The execution of policy rests solely with the Chancellor and those officers delegated by the Chancellor to administer the affairs of the University.

Administrative Council

The Administrative Council considers such administrative problems as may be brought to its attention by the Chancellor. This council also hears suggestions from University administrative committees and may refer some ad-

ministrative matters to these committees for study and advice. Committee members are appointed by the Chancellor.

Individual Faculty Members, Students

Individual faculty members have a direct line to the Chancellor for administrative suggestions through the Chancellor's Advisory Council. Students are appointed to practically all committees and may also send suggestions to the Chancellor through the Student Government Association.

RESPONSIBILITIES OF KEY OFFICERS

Chancellor

The responsibilities of the Chancellor are discussed above.

Vice Chancellor and Dean of the University

The Vice Chancellor and Dean of the University assists the Chancellor in coordinating all curricular and extracurricular activities on the campus and performs the official on-campus duties of the Chancellor in his absence. He is responsible for supervising and coordinating the activities of the academic departments through the Provost or the Vice Chancellor for Health Affairs as appropriate. University development and auxiliary services through the Director of Institutional Development, and student life and counseling through the Dean of Student Affairs. He also nominates, for appointment by the Chancellor, one-half of the members of all faculty committees (the other half being nominated by the Faculty Senate), and serves as *ex officio* member of these committees.

Vice Chancellor for Business Affairs

The Board of Trustees of the University has directed that all business functions for operation of the University be

centralized in the chief business officer, who has the title of Vice Chancellor for Business Affairs and who is responsible to and under the general supervision of the Chancellor. This officer plans, directs, and coordinates all business affairs of the University for organization and supervision of fiscal and budgetary operations, personnel administration, purchasing, auxiliary enterprises, and physical plant operations.

The Vice Chancellor also plans, directs, and supervises the preparation of all budgets for review and adoption by the Chancellor and Board of Trustees to be submitted to the Board of Governors of the University of North Carolina and Department of Administration and further reviewed by the Advisory Budget Commission for recommendation to the State Legislature. Budget preparation includes such factors as present operating costs, estimated receipts, added operating expenses due to expansion of physical plant, additional enrollment, and higher costs of utilities and service contracts; requests for new programs, expanded services, higher salaries, and additional faculty to reduce the student-faculty ratio; and requests for capital improvements. The organization of the Business Office of the University is described subsequently in more detail.

Vice Chancellor for External Affairs

The Vice Chancellor for External Affairs has the responsibility to develop University/community relationships; to serve as liaison with educational foundations dedicated to the support of cultural and academic programs; to assist the Chancellor in his work with legislative and study commissions; to aid in the development of University activities in international studies and seminars; to represent the University in civic, alumni, and educational meetings; and to perform specific duties and assignments as requested by the Chancellor.

Vice Chancellor for Health Affairs

The Vice Chancellor for Health Affairs is responsible to the Vice Chancellor and Dean of the University for policy and operations relating to the Division of Health

Affairs of the University. He bears the chief responsibility for the curricula and the instructional programs including academic appointments, reappointments, and tenure in the Division of Heath Affairs and its component schools: School of Allied Health and Social Professions, School of Medicine, and School of Nursing. He is also responsible for the activities of the Health Affairs Library, the Student Health Service, and the Developmental Evaluation Clinic. In coordination with the Provost he assigns all classrooms and office space allocated for instructional purposes to the Division of Health Affairs.

Equal Employment Opportunity Officer

This officer, in consultation with the chief administrative officials of the University and the Civil Rights Compliance Committee, takes appropriate measures to ensure the University's compliance with federal and state legal requirements respecting the employment of women and minority persons.

Academic Affairs

Provost

The Provost is responsible to the Vice Chancellor and Dean of the University for policy and operations relating to all academic aspects of the University, except those of the Division of Health Affairs (School of Allied Health and Social Professions, School of Medicine, School of Nursing, Health Affairs Library), which are directed by the Vice Chancellor for Health Affairs. The Provost bears the chief responsibility for the curricula and the instructional programs including academic appointments, reappointments, and tenure. He also coordinates and correlates the activities of the General College, the Library, the Division of Continuing Education, the Admissions Office, the Office of the Registrar, the Office of International Education, and directs the Summer Session. He administers policies of class attendance and academic discipline, approves departmental requisitions for the purchase of instructional supplies and equipment, prepares schedules of classes for each quar-

ter and summer term (in cooperation with the Dean of the College of Arts and Sciences and the Deans of the professional schools); and assigns all classrooms and office space allocated for instructional purposes. In addition, he is responsible for the editing and publication of the University *Undergraduate Catalogue, Faculty Manual,* and similar official bulletins.

Deans of Colleges and Schools and Chairmen of Departments

All deans of colleges and schools and chairmen of departments are responsible for instruction and research within their areas and are fully acquainted with the work being done by their staffs. They are appointed by the Chancellor and are responsible to him through the Provost or the Vice Chancellor for Health Affairs, as appropriate, and the Vice Chancellor and Dean of the University. (It should be noted, however, that the chairmen of departments within the College of Arts and Sciences and the professional schools are directly responsible to their respective deans, who are in turn responsible to the Provost.) The duties of the deans of the Graduate School and professional schools and of all departmental chairmen are described in the following four paragraphs.

Administration of School or Department — The Dean or Chairman presides at staff meetings, is responsible for following up school or department recommendations, appoints staff committees, assists with the orientation of new staff members, acts on requests from his staff for funds for travel to professional meetings, and leads his staff in promoting professional growth and good public relations.

Budget and Equipment — The Dean or Chairman confers with his immediate superior in preparing the biennial school or department budget for instructional equipment and supplies to be recommended to the Vice Chancellor for Business Affairs, and submits requisitions for the purchase of such equipment and materials to the Provost or the Vice Chancellor for Health Affairs, as appropriate, for approval. The Dean or Chairman is responsible for maintaining a

current inventory of and caring for departmental equipment, for reporting breakage and needed repairs to the Business Office. He also approves requisitions for book purchases for the Library.

No property or equipment in the custody of or belonging to East Carolina University is to be removed from the campus unless it is in direct conjunction with a University-sponsored function or program and at a predetermined and approved location. No property or equipment is to be taken home or to any other unapproved location for personal or official use. Written approval must be received from the Business Office, Vice Chancellor and Dean of the University, or Provost or, as appropriate, Vice Chancellor for Health Affairs.

Curriculum and Instruction — The Dean or Chairman works with his staff and confers with his immediate superior in planning and recommending changes in and additions to the curriculum to be considered by the Curriculum Committee. He visits classes and counsels with his staff to evaluate the quality of instruction. He prepares and recommends teaching schedules and is responsible for all classes being met and arranges for substitute instructors in case of emergencies. He recommends the use of classroom, laboratory, and office areas. He keeps records of personnel and files of course syllabi. He also serves on the Academic Council. He makes an annual report of his school or department to his immediate superior, with copies to the Chancellor and the Vice Chancellor and Dean of the University.

Personnel — The Dean or Chairman recommends to his immediate superior faculty promotions, retentions, dismissals, and salaries. He establishes qualifications of persons to be employed, and recruits and recommends to his immediate superior qualified persons to be considered for appointment.

College of Arts and Sciences — The College of Arts and Sciences, under its Dean, consists of 18 departments, each headed by its chairman.

Aerospace Studies	Geology	Physics
Biology	Health and Physical Education	Political Science
Chemistry	History	Psychology
Drama and Speech	Library Science	Science Education
English	Mathematics	Sociology and Anthropology
Foreign Languages and Literatures	Philosophy	
Geography		

General College — The General College is organized to advise and maintain the records of students who are in their freshman or sophomore years and have not yet been admitted to a degree program.

Professional Schools — There are nine professional schools, each headed by its Dean. The schools are organized into administrative and/or instructional divisions or departments. Professional Schools: Allied Health and Social Professions, Art, Business, Education, Home Economics, Medicine, Music, Nursing, Technology.

Graduate School — The Graduate School differs from the other schools in organization and administration. The Graduate Council is its policy-making body; it receives and considers all curriculum changes and new courses at the senior-graduate and graduate levels; elects persons to the graduate faculty; and establishes policies for admission and retention of graduate students. The Dean of the Graduate School is the officer who administers these policies. He coordinates the graduate programs by consulting with the Dean of the College of Arts and Sciences, the deans of the other schools and the chairmen of the various departments offering graduate instruction concerning the administration and exten-

sion of the work. In addition, he is responsible for the editing and publication of the University *Graduate School Bulletin.* See Appendix F, Graduate School Organization.

Dean of Admissions

The Admissions Office is administered by a Dean, aided by three assistants and a clerical staff. The office has three divisions: one to process applications for admission to the freshman class, one for admission of students desiring to transfer from other colleges and universities, and the third to accommodate graduate students who are not seeking another degree but who are interested in earning additional college credits for various personal reasons. The Dean is assisted in the conduct of his duties by the advice of the Admissions Committee, which also serves as an appeals board for students who do not meet all entrance requirements. He is also responsible for the editing and publishing of the University *Admissions Bulletin.*

Registrar

The Registrar, aided by the Assistant Registrar, supervisory personnel, and a clerical staff, supervises the Central Records Office, plans and executes registration of students each quarter and summer session, records and mails grades to students, checks hours and grade points for graduation and prepares graduation lists, maintains academic records of all students, prepares and distributes transcripts of students' records as requested.

Director of Library Services

The Director of Library Services administers a highly specialized organization whose functions are conducted by eight divisions, each having its own head. (Since the University telephone switchboard is located in the library building, the Director also supervises its operations and personnel.) The library staff cooperates with the University Library Committee and the various schools and departments of the University in implementing their recommendations for library acquisitions and services. The library division

heads formulate the policies of their departments and supervise their staffs of professional and assistant librarians and clerical and student assistants in ordering books and other library materials, classifying and cataloging, maintaining collections, and providing library services to faculty and students. The division heads also serve, usually at staff meetings, as advisers to the Director in matters concerning library operations as a whole. Occasionally, special temporary committees are also appointed to act in an advisory capacity.

Dean of Division of Continuing Education

The Dean of the Division of Continuing Education is responsible for off-campus classes, for evening college classes on campus, for non-credit specialized vocational and cultural courses wherever offered, for the Speakers Bureau, and for special conferences and institutes. The Division of Continuing Education provides this instruction through residence centers at Camp Lejeune and Cherry Point, on the campuses of five technical institutes, in the University College on the Greenville campus, and at various locations throughout eastern North Carolina. The Dean works with chairmen of academic departments in determining suitable courses to offer through continuing education, the location of courses, and the assignment of teaching staffs. He is aided by an Associate Dean, by two Assistant Deans, by a Coordinator of Conferences and Institutes, by a Continuing Education Librarian, and by an administrative officer for business affairs. He is also responsible for the editing and publication of various bulletins describing the offerings of the Division.

Director of International Education

The Office of International Education addresses itself to the necessity of surmounting the cultural and other barriers that divide nations and communities. It maintains liaison among the academic departments and committees, administrative units, international associations and agencies to provide support for students who desire to study abroad. The office serves to disseminate information about

study-abroad programs and to organize such programs and to promote special relationships with institutions of learning outside the United States. International activities of this office are coordinated by the Director of International Education.

Athletic Affairs

Director of Athletics

Athletic goals of the University are established by the Chancellor, with accomplishment the duty of the Director of Athletics. The Director is the administrative head of the Athletic Department and is responsible directly to the Chancellor for its operation.

The Faculty Athletic Committee functions in an advisory capacity to the Chancellor in matters of policy and exercises responsibility for and control of intercollegiate athletics. It is comprised of seven members of the faculty and administrative staff appointed for one-year terms by the Chancellor. Its chairman is elected by the members of the Committee.

The ECU Council on Athletics, which serves on an advisory basis to the Director of Athletics, consists of nine members: four from the Faculty Athletic Committee, with the chairman of that committee also serving as chairman of the Council; three members chosen by the Alumni Association for three-year terms, one to be elected each year from two nominations made by the Director of Athletics; the remaining two are the President of the Student Government Association and the President of the University Union.

Development

Director of Institutional Development

The Director of Institutional Development is responsible to the Vice Chancellor and Dean of the University for coordination and supervision of a number of specialized areas, as described in the following seven paragraphs.

Director of Sponsored Programs

The Director of Sponsored Programs coordinates all activities related to the application for and administration of funds from federal and private sources and is responsible for the administration of grants and contracts entered into by East Carolina University with governmental and private agencies.

Director of Public Relations

The Public Relations Department and News Bureau disseminates information about the University to the various news media. It is headed by a Director, aided by an Assistant Director, an information assistant in the News Bureau, an office manager, a typist, a photographer, plus student assistants.

Director of Institutional Research

The Director of Institutional Research is responsible for conducting research in all matters relating to the operations of the University, including curricula, staffing, physical plant, and utilization of resources, and for advising appropriate officers of the administration or committees of the faculty in such matters. He is also responsible for coordinating and developing interdisciplinary research that will aid in the building of a body of knowledge about the problems of higher education.

Director of Alumni Affairs

The Director of Alumni Affairs, assisted by a clerical staff and part-time assistants, maintains records on all former students. These records include current mailing addresses, biographical information, and assorted information regarding each graduate. The Director serves the Alumni Association as its Executive Secretary and is delegated certain duties by a twelve-member Board of Directors. In addition, the Director is in charge of administering all alumni-related business matters concerning former students of the University. He also compiles, edits and supervises

the publication of the alumni magazines, newsletters, fund literature and other promotional materials. The Director supervises the Alumni Loyalty Fund which is established to encourage financial support from alumni to supplement the academic programs on the campus.

Director of Career Planning and Placement Service

The Director of the Career Planning and Placement Service, assisted by a clerical staff, maintains personnel files on all who register with the service. Registration is open to all East Carolina University students and graduates and to graduates of other institutions who have completed at least fifteen quarter hours of course work at the University. Persons whose records are in the active files are recommended to prospective employers and notified of vacancies. Upon request by a prospective employer, a registrant's confidential brochure is sent to the employer by the service. Registrants are also eligible for interviews with recruiters who visit the campus. There is no charge for any phase of placement. Faculty members are asked to urge students to register with the service when they become seniors.

East Carolina University graduates who are registered with the Career Planning and Placement Service are eligible for reciprocal placement service at other colleges and universities across the nation. This is particularly helpful to students who prefer employment in other areas of the United States.

Director of East Carolina University Regional Development Institute

The Director of the Regional Development Institute is assisted by development specialists in the fields of marketing, industrial development, community development, international services, resource development, land use planning, environmental regulations, research analysis, and management and financial counseling. Also included on the Institute staff are interns, secretaries, and part-time student helpers. Specific phases of the Director's work are delegated to the specialist in whose professional field the

project fits, and the Director administers his department in consultation with his entire professional staff. The Institute, using its own capabilities and resources, plus those of the University, engages in practical research toward the development of eastern North Carolina. In addition to its functions sponsored by the University, the Institute undertakes research and development projects for industry, governmental agencies, foundations, and private groups.

Director of Computing Center

The Director of the Computing Center is responsible to the Director of Institutional Development. He is assisted by a full-time staff, several graduate research fellows, and undergraduate student assistants. The Computing Center serves the entire University as a center for research, teaching, and administrative applications.

The Computing Center supports a minor in Information Science through the Department of Mathematics and an A.B. degree in Mathematics with option in Computer and Information Science. Seminars are conducted for faculty members who wish to increase their knowledge and skill in programming. Faculty members in all departments are encouraged to include the services of the Center as an integral part of the student's educational experiences.

Student Affairs

The functions of the Division of Student Affairs cover the following aspects of student life at East Carolina University: discipline, entertainment, financial aid, guidance, housing (in conjunction with the Business Office), religious activities, social affairs, Student Government Association, student welfare, and traffic. Related functions, not directly the responsibility of this division, include the Infirmary, the cafeterias, and campus security (police).

Dean of Student Affairs

The Dean of Student Affairs, who heads this division, is directly responsible to the Vice Chancellor and Dean of the University. He is aided by the following officers, whose

duties are described in subsequent paragraphs: Associate Dean of Student Affairs for Activities, Associate Deans of Student Affairs for Men and Women, Director of Counseling Center, Director of Religious Activities, Director of Housing, and Financial Aid Officer.

Associate Dean of Student Affairs for Activities

The Associate Dean of Student Affairs for Activities is concerned with many functions which bring him in contact with the faculty, including his chief responsibility as the Executive Director of the University Union. In addition to supervising the staff and directing the overall program of the Union, he serves as adviser to the Student Union, the student programming organization in the Union. The Artists Series, Popular Entertainment Series, and Lecture Series are major program areas which he supervises. He also negotiates and signs all contracts relative to campus activities, maintains a calendar of events for the campus and arranges for publicity pertaining to the events, arranges and provides for the comfort of visitors on campus who are here in connection with campus activities which he coordinates, and serves as co-adviser to the Student Government Association with special reference to campus activities.

Associate Dean of Student Affairs for Men

The Associate Dean of Student Affairs for Men serves as chief counselor for all men students, supervises class attendance and absences for men, serves as adviser to the Interfraternity Council, serves as co-adviser to the Student Government Association and other student organizations, provides guidance for men students, authorizes withdrawals of men students, is in charge of discipline cases (Honor Council, University Board, Residence Hall House Council, University Drug Board, Faculty-Student-Administrative Hearing Committee, Review Board), is in charge of orientation of men students, and directs and coordinates the summer orientation program for freshmen.

Associate Dean of Student Affairs for Women

All women students are under the administrative jurisdiction of the Associate Dean of Student Affairs for Women, as she heads all women's activities and serves as the coordinator between the women students and other administration and the faculty. She supervises the residence hall staff of counselors and administrators, and is often a consultant for their activities, programs, and in-service training. She is the chief adviser to many of the elected groups of women students, such as the Panhellenic Council, Women's Residence Council Board, and the Intercollegiate Association of Women Students. Her office is responsible for issuing class excuses, requesting "Incomplete" grades, and calling in or stopping students from classes for the various University schools and departments.

Director of Counseling Center

The purpose of the Counseling Center, headed by its Director, is to assist students to make the most of their opportunities for academic and personal development while in college. Services in the areas of vocational, academic, educational, and personal counseling are provided. In addition, the staff of the Counseling Center provides both classroom and individual programs for students who wish to improve their study skills. The Center also provides a self-help program for students who wish to improve their study methods, vocabulary, spelling, and reading skills. Where necessary, tests and inventories are used to help students ascertain their areas of greatest interest and aptitude or to gain insight into areas where personal adjustment may be necessary. All full-time or part-time students are eligible for any or all services of the Counseling Center without charge. The Counseling Center is located in Wright Buiding, Room 207.

Director of Religious Activities

The Director of Religious Activities is a member of the faculty in the Department of Philosophy who represents the University in religious matters. In this capacity he performs the following duties: meets from time to time and

keeps in continuous touch with the chaplains serving East Carolina University, assists groups with arrangements for religious activities on campus, answers correspondence relating to religious matters, supervises the use of religious preference cards in registration, and supplies statistical information on religious matters.

Director of Housing

The Director of Housing, who reports to both the Dean of Student Affairs and the Vice Chancellor for Business Affairs, is responsible for the housing of students on campus and for assisting students who desire off-campus housing. Assistance is available to faculty and staff members attempting to locate housing.

Financial Aid Officer

The Financial Aid Officer administers the various programs which are available to provide assistance to students who, without aid, would be unable to continue their education. He is responsible for the counseling of students about the average student expenses and financial aid opportunities. He is responsible for the evaluation of financial aid applications and for the allocation of resources to students who are to receive assistance. He serves as executive secretary to the East Carolina University Scholarships, Fellowships, and Financial Aid Committee.

Business Affairs

In addition to conducting the routine business affairs of the University, the Business Office is the focal point in the University's administrative structure for handling budget and purchase requests.

Vice Chancellor for Business Affairs

The conduct of the business affairs of the University is the responsibility of the Vice Chancellor for Business Affairs, whose duties have already been described. He is assisted by the officers whose functions are discussed in the following paragraphs.

Business Manager

The Business Manager is the principal assistant to the Vice Chancellor for Business Affairs in the discharge of his duties and responsibilities as the chief business officer of the University, except for physical plant maintenance and operations. He acts as coordinator and liaison officer for the Business Office in matters concerning other administrative offices, and performs the duties of the Vice Chancellor in his absence.

Comptroller

The Comptroller plans, directs and supervises all accounting and budget functions related to the operation of the University including the off-campus branches, grants, and foundations; he establishes and maintains internal controls for a sound fiscal policy.

Cashier

The Cashier supervises and performs all functions relating to the receipt and accountability of funds paid to the Cashier's Office, interpreting and applying applicable policies and regulations concerning fees and charges.

Purchasing Officer

The Purchasing Officer plans, directs and supervises all functions relating to the purchase of goods, materials, supplies, and equipment for the University, fulfilling specified requests, initiating action on a competitive-bid basis, evaluating prices, quality and quantity, inspecting items purchased, and procuring the best product at a minimum cost. He is responsible for inventory control and disposing of surplus property.

Director of Personnel

The Director of Personnel plans, directs, coordinates, and administers the University personnel program involving recruitment, employee relations, counseling, interviewing,

selection, transfer, promotion, recommendation of salaries, and classification of non-faculty personnel; he interprets applicable policies and regulations to provide an efficient and effective work force for operation of the University.

Payroll Officer

The Payroll Officer directs and supervises all payroll functions relating to the disbursement of salaries according to prescribed regulations with emphasis on verification and accuracy of payrolls to insure timeliness and proper disbursement, coordinating matters of personnel, accounting and budgetary information.

Director of Laundry

The Director of the Laundry plans and supervises the operation of the laundry to ensure a product of good workmanship using efficient techniques and procedures to maintain operational cost at a minimum by use of sound judgment.

Manager, Students Supply Stores

This officer is responsible for directing all campus student store operations with supervision of store personnel involving purchase of goods, determining quantities, types and varieties of merchandise, source and selection, percent of markup and price according to University policy, maintenance of cost and retail price records, accounting and preparation of sales records and overhead and capital gain reports, maintenance of adequate inventories, coordination of textbook purchases with academic personnel, and display of merchandise to provide for an efficient sales operation.

Director of Physical Plant

This officer plans, directs, and supervises the maintenance and operation of the physical plant to include formulation of specifications and plans for repairs and minor alterations to the physical plant. He serves as a coordinator

and liaison representative of the University between architects, engineers, and contractors for major capital improvements.

Plant Engineer

The Plant Engineer directs and supervises all functions relating to the maintenance and operation of the physical plant that involve heating, electric service, plumbing, sewers, air conditioning and refrigeration systems. He is also responsible for execution of plans for alteration and minor new construction of related systems.

Superintendent of Buildings and Grounds

This officer directs and supervises all functions relating to the maintenance and upkeep of buildings and grounds, other than utilities, inspecting and initiating action for repair, alteration and minor construction of facilities including the layout and landscaping of campus grounds.

Director of Security

The Director of Security is responsible for the campus security, police, traffic and parking. The security and police functions cover a wide range of responsibility which includes the safety and protection of students, staff, and visitors as well as the buildings and other properties on the campus. There is constant police coverage. Also included is the registration of vehicles and collection of parking fines.

Housekeeping Administrator

This person is responsible for housekeeping functions and supervision of the housekeeping staff for all dormitories, academic and administrative buildings.

MEETINGS

Faculty Senate Meetings

Three regular meetings of the Faculty Senate shall be held each fall, winter, and spring quarter according to a schedule prepared the preceding year by the Agenda Committee and presented to the Faculty Senate for approval at the first meeting of spring quarter.

The organizational meeting of the Faculty Senate shall be held on the day following the last regular meeting of the spring quarter.

The Chairman of the Faculty shall be empowered to call a special session of the Faculty Senate by and with the advice and consent of the Agenda Committee. An agenda shall be distributed to the members of the Faculty Senate and the General Faculty one week prior to the meeting.

In an emergency situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would occasion undue delay, the Chairman of the Faculty shall be empowered to call an emergency session of the Faculty Senate. A notice stating the purpose of the emergency session shall be distributed to the members of the Faculty Senate and the General Faculty twenty-four hours prior to the meeting.

Meetings of the Faculty Senate shall be open to all members of the General Faculty. The General Faculty shall be informed of the time, place, and agenda of all regular and special meetings.

See Appendix A, Constitution of the Faculty Senate.

Faculty Meetings

Faculty members are expected to be in attendance at all regular faculty meetings and Commencement exercises. Faculty meetings called by the Vice Chancellor and Dean of the University are generally scheduled at 4:00 p.m. in McGinnis Auditorium. A faculty member who finds it necessary to be absent from these meetings should so indicate to the Chancellor or to the Vice Chancellor and Dean of the University prior to the time of the meeting.

Faculty members should not ordinarily dismiss a class because of a conflict with a faculty meeting. When such

conflicts occur, faculty members are advised to discuss this situation with the Provost or Vice Chancellor for Health Affairs, as appropriate.

Graduate Council and Graduate Faculty Meetings

The Graduate Council meets monthly during the regular academic year. The Graduate Faculty meets once or twice a year. See Appendix F, Graduate School Organization.

Departmental Staff Meetings

There are no regularly scheduled department meetings. It is expected that all departmental chairmen will call such meetings at least once a month, and faculty members should not ask to be excused from these meetings except for reasons that would justify absence from faculty meetings or classes.

Departmental Assemblies

Departmental assemblies of all students and faculty members in the College of Arts and Sciences and each school or department are called at the discretion of the deans or chairmen. The dates for these meetings, all of which are to be held at 7:00 p.m. and are to last approximately one hour, will be announced by departmental chairmen.

University Assemblies

Assembly programs are not given a regular time in the schedule but are called only when programs considered of general University interest and significance are available. The attempt is made to stagger the times when these programs are called so that the amount of classwork missed by students may be kept at a minimum in any one course. Attendance at these assemblies is expected of the faculty and the student body.

Commencement Exercises

Commencement exercises are held once a year at the close of the spring quarter. Faculty members, unless excused, will attend in academic apparel. Absences must be

approved by the departmental chairmen, the Dean of the College of Arts and Sciences or professional school, and the Provost.

Academic Apparel

Faculty members may either rent or purchase academic apparel from the Students Supply Stores located in the Wright Building. Tailor-made caps, gowns, and hoods may be ordered through the Stores at cost (including transportation charges and sales tax) plus $5 by simply going to the Stores office at any time during the year.

If a faculty member wishes to rent academic apparel for Commencement exercises, he may do so by filling out the rental form which he receives from the Stores through his departmental office and returning it by the date stated on the form. *Note:* Once an order has been placed for rental of academic apparel and it has been received from the company, the faculty member placing the order will be responsible for the rental fee of the apparel whether it is picked up or not.

PART III

Academic Information

ACADEMIC PROCEDURES AND POLICIES

Announcements

Official notices will be posted on the official bulletin boards in each classroom building.

Faculty Load

The average teaching load last year was 12.8 quarter hours or equivalent per quarter; the maximum teaching load is 15 quarter hours per quarter.

College and school deans may arrange with the Provost or the Vice Chancellor for Health Affairs as appropriate for a reduction in teaching load for those faculty members engaged in significant research.

No faculty member can be guaranteed a teaching assignment in the Summer Session, and no faculty member will be assigned to more than one summer term (1) until all of his colleagues have had an opportunity to teach one term or (2) in case of curriculum necessity. This rule need not apply in the case of self-supporting workshops or clinics where faculty salary depends upon special tuition.

Office Hours

In addition to his teaching, each member of the faculty must maintain office hours five hours a week to be available to his advisees and to students who wish to consult with him. It is strongly recommended that the adviser be in his office one hour each day. The office hour schedule should be posted on the faculty member's office door so that students may make arrangements for conferences. Each dean or departmental chairman should have a complete schedule of the office hours of all members of his school or department. *Faculty members must be in their offices and available to students during preregistration, registration* (except when assigned to registration duties elsewhere), *and drop-add period.*

Academic Counseling

To assist students in their academic programs, the University has established in each college, school, and department a system of academic counseling wherein the student is assigned to a faculty member who serves as his adviser. The adviser helps to plan the student's academic program, particularly during preregistration and registration periods; keeps a record of his progress; and is available throughout the year for additional counseling.

In addition to his faculty adviser, the student may obtain help from the chairman of his major department or the dean of his college or school. Further counseling needs are met through the services of the Counseling Center, described subsequently in Part V, Student Personnel Program: Academic and Non-academic Services. Personal counseling is also offered by the Associate Deans of Student Affairs for Men and Women.

Advisers will make every attempt to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the student.

Application for Graduation

Advisers should remind students that application for graduation must be made on a blank provided by the University Registrar not later than two and one-half quarters before the completion of the requirements for the degree. The diploma fee of $10.00 must accompany the application.

Senior Summary Sheet

Advisers should confer with first-quarter seniors concerning their remaining requirements for graduation. At this time the SENIOR SUMMARY SHEET is filled out in triplicate, one copy to be sent to the Registrar for immediate verification, one to be kept by the student, and the third to be retained by the student's major department or school.

Registration

Two methods exist for registering: (1) regular registration at the beginning of each quarter or summer session term, for students who have not preregistered, readmitted students, entering freshmen, and transfer students; (2) preregistration during a current quarter for the subsequent quarter or summer session terms. The Registrar's Office will furnish to faculty and students instructions outlining each step to be followed for either type of registration.

Regular registration is held on Registration Day at the beginning of each quarter or summer session term. Students who have complied with all regulations required for registration will see their advisers, secure the necessary forms for registration, and report to the registration hall designated by the Registrar's Office.

Preregistration

Preregistration is a privilege offered during each quarter to currently enrolled students, allowing them to preregister for the subsequent quarter or summer session terms without waiting for Registration Day. After seeing his adviser, the student presents a preregistration card to the Registrar's Office listing the courses he desires for the subsequent quarter or summer session terms. The student receives a PERMIT TO PAY FEES card, which contains instructions for completing registration. Under no circumstances is a preregistered student to be considered officially registered until such time as he has picked up a class schedule from the proper place at the proper time.

Student Load

Eighteen quarter hours of credit per quarter (ten quarter hours per summer session term) is the normal load for undergraduate students. Graduate students may take no more than fifteen quarter hours in any one quarter or two consecutive summer session terms (no more than nine quarter hours in any one summer term). Undergraduate students who have earned an average of B or above on all University work may be permitted by the chairman of

their department or dean of their school to enroll for nineteen or twenty hours. A student desiring to enroll for more than twenty hours must secure, in addition to the above signatures, approval from the Provost or Vice Chancellor for Health Affairs as appropriate. Extra hours for those with less than a B average will be allowed only in very special cases and must be approved by the Provost or Vice Chancellor for Health Affairs. Application for extra hours should be made on the proper form and forwarded to the Registrar before the beginning of the quarter. A student who enrolls for more than he is properly permitted to take will not receive credit for courses taken in excess of the allowable load.

Schedule of Classes

The schedule of classes for each quarter and the Summer Session is prepared by the Provost in cooperation with the various deans and departmental chairmen. The schedule of course offerings should be given careful deliberation in various school and departmental meetings. Requests by faculty members for changes in proposed schedules should be made at these meetings. Changes after the printed schedule is circulated should be made only when necessary and then only upon consultation with the Provost.

Selection of Courses

An undergraduate student is not permitted to select courses which are more than one classification removed from the student's own classification. Any student who enrolls in a course in violation of this rule cannot count those hours toward graduation. There are occasions on which exceptions to this regulation may be deemed desirable and necessary by the student's adviser and/or dean. The Registrar will honor exceptions two or more numbers either above or below the student's classification, if the registration or drop-add form contains the initials of the adviser and/or dean written on a line with the course that is involved in the regulation. An undergraduate student may not, however, take a graduate (400-level) course for undergraduate credit. A senior within six quarter hours of graduation may take a 400-level course but only for

graduate credit (nondegree or degree). Graduate degree credit will not be allowed, however, unless the student has been previously cleared by the Graduate School.

Elective courses in any curriculum may be taken from any field and are decided upon with the approval of the adviser.

Students who take work off-campus to apply toward a degree at East Carolina University must receive the written approval of their major departmental chairman or dean of the college or school before registering for the course(s) in order for such credit to be acceptable to East Carolina University. This permission must be on file in the Registrar's Office on blanks supplied by the student's major department before the student can enroll in off-campus courses.

Credit will not be allowed for courses taken which substantially duplicate courses already completed.

Repetition of Course Work

A student should repeat a course he has passed in order to raise his grade only in the event that the college, school, or department in which he is seeking a degree requires a higher grade in the course. A student who repeats a course in order to raise a grade will receive the original grade with hours attempted and grade points. The student will also receive the raised grade, hours attempted, hours earned and grade points. The raised grade, or last grade, stands. Students receiving an F on the raised grade will be required to repeat the course. A student who repeats a course he has failed will receive the failure (hours attempted and no grade points) and his passing grade with hours attempted, hours earned and grade points.

Change of Major

Any student who is eligible to enroll and who has satisfied transfer requirements as stated in the current *Catalogue* is eligible to transfer to another department, school, or college, or change his major field of study if he desires. When such a change is made, the student, except when he is transferring from the General College, must meet grad-

uation requirements as stated in the catalogue of the year in which the change is made.

A student who desires to change his program of studies involving transfer from one college or school or department of the University to another is required to follow this procedure: (1) obtain from the adviser a CHANGE OF MAJOR FORM, (2) have this form signed by the dean of the college or school or chairman of the department in which he is currently enrolled and obtain from him a complete student advisee file, (3) present the form for the approval of the dean of the college or school or chairman of the department in which he plans to enroll and leave with him the advisee file.

To be valid, a change of curriculum must not only follow the procedures indicated, but it must also be completed in the week prior to or during pre-registration. Furthermore, a change of curriculum form is not valid until filed in the Registrar's Office.

Double Major

Students desiring to carry a double major will be advised in both majors by the adviser in the department or school of their first major choice.

Drop-Add

During the first three class days of a quarter or summer session term, a student may add a course or courses to his schedule with the approval of the dean of the college or school of the chairman of the department in which he is enrolled. He must then process the change through the office of the Registrar.

During the first twenty days of a quarter or the first ten days of a summer session term, excluding Saturdays, a student may, at his option, drop a course or courses without penalty. A student who wishes to drop a course or courses must observe the following procedure. He must inform the appropriate dean, departmental chairman, or person whom they designate and discuss the course or courses which he wishes to drop. He must obtain a drop-add form, complete it, and obtain the signature of the University official with whom he has conferred. He must next secure from the

instructor or instructors the class enrollment card or cards. Both the drop-add form and required class enrollment card or cards must be taken by the student to the Registrar's Office within three class days.

After the first twenty class days of a quarter or the first ten class days of a summer session term, excluding Saturday, a student may drop a course or courses without penalty only with the permission of the Provost, the Vice Chancellor for Health Affairs or the persons he may designate, or the Dean of the Division of Continuing Education as is appropriate. Permission to drop a course or courses will be given only for reasons of clear and compelling necessity. If denied permission to drop, the student may appeal the decision to a faculty appeals committee. If permitted to drop, the student must deliver the required forms to the office of the Registrar within three class days.

Official Withdrawal

Students desiring to withdraw from the University officially should apply to the Associate Dean of Student Affairs (for Men or for Women, as appropriate) for a WITHDRAWAL FORM. After the student has obtained the signatures of the various officials designated on the form, it must be submitted to the appropriate Associate Dean of Student Affairs for final approval. Students withdrawing for medical reasons should complete the procedure as soon as possible and in no case later than 30 days after the last class attendance. All other students withdrawing should complete this procedure immediately after last class attendance and in no case later than 2 weeks after last class attendance. After the quarter has ended and grades have been posted, no withdrawal except in the case of severe medical emergency can be filed.

After the last day to register, a student withdrawing from school shall receive a grade of F for all courses which he is failing at that time unless, in the judgment of the dean of the college or school or chairman of the department of the student's major field of study, the failures were caused by circumstances beyond the student's control.

Class Roll Verifications

Early in each quarter the Registrar sends Class Roll Verifications to all instructors for each class they teach. The purpose of these forms is to verify the accuracy of the lists of properly registered students by checking the rolls against the previously issued class cards in the instructor's hands. Specific instructions for noting discrepancies and returning the forms accompany the Class Roll Verifications.

Posting of Grades

As soon as they are determined at the end of each quarter or summer session term, grades **must** be posted in a convenient place so that students may see them. The carbon copy of the official grade sheet, to be retained by the instructor, has a removable tab for such posting.

Reporting of Grades to Registrar's Office

All grades are due in the Registrar's Office not later than 48 hours after each final examination is given, except for early grade sheets submitted for graduating seniors at the close of spring quarter.

For the convenience of the faculty, a grade deposit box is located on the front porch of the Whichard Building. The brass opening for the box is mounted in the door of the office on the right side of the front porch and can be identified by the word MAIL.

It is requested that grade sheets be deposited in the grade drop box or turned in to the Registrar's Office. DO NOT MAIL GRADE SHEETS THROUGH CAMPUS OR REGULAR MAIL.

Reporting of Removal of Incompletes and Deferred Grades to Registrar's Office

A grade of I (incomplete), which is a conditional grade for undergraduate and graduate students, is given for a deficiency in quantity and not for a deficiency in quality of work. A grade of I must be removed and reported to the Registrar two weeks before the end of the next quarter (not counting summer sessions) that the student is enrolled

in the University or it becomes a failure automatically. If the student does not return to the University the I must be removed within one year or it automatically becomes an F. An I may not be removed by repeating the course.

Certain sequence courses, particularly 499a,b,c, Thesis, normally require the completion of the entire sequence (a,b, and c) before any grade other than I may be given for the earlier components (a,b).

The deferred grade of Z, used for graduate students only, plays a role similar to that of the I grade, but is given for marginal performance in order to defer a grade when the student's potential is not realized because of deficiencies which can be corrected. A grade of Z can be converted only to a P or F and must be removed within a year or the next time the course is offered, whichever is longer.

The removal of I and Z grades is reported on forms provided by the Registrar's Office, which are available from school and departmental secretaries.

Change of Grade

A change in grade other than I or Z, for any reason, must be made within one year from the date the original grade was received. Such changes are reported on forms provided by the Registrar's Office, available from school and departmental secretaries.

Faculty Absence

Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with his dean or chairman. The dean or chairman then makes arrangements for this absence as well as substitute arrangements with the Provost or the Vice Chancellor for Health Affairs, as appropriate, who reports these absences to the Vice Chancellor and Dean of the University and to the Chancellor. An Absence from Class form must be completed and submitted to the office of the Provost or Vice Chancellor for Health Affairs at least one week in advance of in-state trips and at least two weeks in advance of out-of-state trips.

In the event of an absence caused by an emergency or sickness, a faculty member is advised to inform his dean,

chairman, or the Provost or the Vice Chancellor for Health Affairs at his earliest convenience.

Class Attendance Regulations

1. Students are expected to attend punctually all lecture and laboratory sessions in the course for which they are registered, beginning with the first session following registration in the course, except as provided in number 2 below.

2. Each instructor shall determine the class attendance policy he feels is best for his particular course. In determining the number of unexcused absences which he will accept, the instructor should consider carefully the nature of his course, the maturity level of the students enrolled, and the consequent degree of flexibility which his policy will include. This policy, along with the instructor's requirements for announced quiz attendance, should be presented to the class, preferably in writing, at the beginning of the quarter and will govern attendance in the class. *Note:* Class attendance is expected of all *graduate* students. If class sessions are missed, the decision as to whether the work may be made up or not will be determined by the instructor and the student.

3. Instructors are expected to recognize and honor official University excuses, i.e., excuse students without penalty for absences due to participation in authorized university activities, death in the family, and personal illness of students excused by the infirmary staff. Verification of these authorized absences, except death in the family, may be obtained by the student contacting the offices of the Associate Deans of Student Affairs for Men or for Women, as appropriate.

Class Attendance and Extracurricular Activities

No faculty member should urge a student to take part in an extracurricular activity at the expense of the student's class work, nor expect him to appear at any rehearsal if he has a class at that period. No class absences will be excused for rehearsals. Absences for performance and necessary travel to and from performances are the only ones excused.

Credit by Examination

In special cases credit will be given by examination up to 25% of a student's program. See current *Catalogue.*

New Courses, Course Revisions, New Degree Programs

Recommendations for new courses, course revisions, and new degree programs originate within the various schools and departments. New courses and course revisions involving a change of course title or syllabus require the acquisition of new course numbers from the Assistant Registrar. Proposals for all such changes must then be considered by the following bodies in the sequence listed below.

For *undergraduate* courses (including 300G) and degree programs:

1. College of Arts and Sciences Curriculum Committee (only for departments in Arts and Sciences)
2. University Curriculum Committee (one copy to each member plus Provost and, as appropriate, Vice Chancellor for Health Affairs)
3. Faculty Senate
4. Advisory Committee on Program and Budget Implications
5. Board of Trustees) for new degree programs only
6. Board of Governors)

For *graduate* courses (including 300G) and degree programs:

1. Graduate Council (one copy to each member plus three copies to Dean of Graduate School)
2. Graduate Curriculum Committee

3. Graduate Council

4. Advisory Committee on Program and Budget Implications

5. Board of Trustees) for new degree programs only

6. Board of Governors)

All such proposals must deal with the following factors: need or demand, place within the offering unit's educational program, availability of qualified staff, physical resources, library resources, availability of funds, coordination and/or duplication with offerings of other units.

Curriculum Course Bank

Schools and departments may place in the Curriculum Course Bank courses that have not been taught for some time but which in their judgment should be retained for future offering. With certain exceptions, both graduate and undergraduate courses are eligible for listing. For undergraduate courses the bank is administered by the University Curriculum Committee, while the Graduate Curriculum Committee processes proposed graduate course listings. To reactivate courses, schools and departments are required to follow the same routine as in the submission of new course proposals. Courses remanded to the Curriculum Course Bank are listed in the *Undergraduate Catalogue* and the *Graduate School Bulletin.*

Certification

Current certification requirements for teachers and administrative personnel applicable in the State of North Carolina may be found in the offices of the Provost and the Dean of the School of Education. In order to assist students in pursuing their various programs, faculty members are requested to become acquainted with these requirements. If there are any questions regarding their interpretation, faculty members are urged to consult with the Provost or the Dean of the School of Education.

INSTRUCTION

Orientation to Courses

At the opening of each quarter, faculty members should attempt to achieve the following during the initial class meetings:

State clearly the prerequisites of the course, if any; also, the class standing, that is, freshman, sophomore, etc. Students not eligible for the course should be sent to the Office of the Registrar immediately.

Outline the content of the course.

Discuss the objectives of the course and the value to be derived from the course.

State complete requirements of the course, such as textbooks, other materials required, number and nature of reports to be submitted, outside reading, notebook requirements, and the type of quizzes to be used.

Discuss how the various requirements of the course are counted in determining the final grade.

The first meeting of each class should consume the full time allotted by the schedule.

Textbooks

Procedure for Ordering Textbooks and Collateral Materials

Textbooks are handled through the Students Supply Stores, owned and operated by the University, and located in the Wright Building.

Approximately two months before the end of each quarter, the Manager of the Stores sends out requisition forms to each department requesting information on anticipated needs for textbooks and supplies for the following quarter. This information is used in ordering books and supplies for purchase by the students.

Deans and department chairmen distribute these requisitions and collect the completed forms from the instructors involved in book and supply ordering. The entire group of requisition forms from the school or department is forwarded, as soon as possible, to the Students Supply Stores. A textbook requisition form should be completed for each course giving all the information needed to order the books

and materials. When no textbook is required for a course, the form should be filled out to this effect. The information should be typed on the forms, if at all possible, and the designated copy retained in each departmental office for future reference. An effort should be made to have a single text requirement for multiple-section courses. If this seems to be impossible, there should be as few different requirements as possible.

Careful and accurate estimates of student enrollments should be furinshed to the Manager of the Students Supply Stores in order to avoid over-stocking of books and supplies which may become obsolete and result in financial loss to the University.

Members of the faculty should acquaint themselves with certain information concerning textbook and supply orders at the time the order forms are distributed to them.

1. Dates that publishers furnish for the availability of new books are almost invariably over-optimistic, and instructors should order an edition only after it has been published rather than on the strength of the publisher's promised date of publication.

2. Once new editions are available, unless there is some compelling reason for using an old edition, instructors should use the newest edition available.

3. Only textbooks which the students will be required to own should be ordered on the *yellow* textbook order form. Books recommended for collateral reading, and which the student will not be required to own, should be ordered on the blue form.

4. Supplies that the students will be required to purchase should be requisitioned on the green form provided by the Students Supply Stores.

Used Books

At the beginning of each quarter, the Stores try to have on hand as many used books as possible since this is the best means available to help students keep the cost of their

textbooks down. For any textbook that has been requisitioned for use the following quarter, the Stores will pay 50% of the original price of the book when purchased new. The used book will be sold at 75% of the original price. If that book is resold to the Stores, 50% of the original, new price will be paid again.

Desk Copies

A. Full-time Faculty Members: Providing desk or complimentary copies of textbooks is a service extended by most publishers to instructors using their books in the classroom. Instructors are urged to obtain their desk copies directly from the publishers by writing them and stating that they intend to adopt their book as a text and requesting that they send a desk copy.

The Students Supply Stores do not furnish free desk copies but will assist the instructor by providing desk copies on an emergency loan basis. The desk copy will be charged to the instructor's personal account for a period of up to 60 days, during which time the book is to be replaced with a completely new, unmarked, salable copy, or paid for.

Instructors may obtain from the Book Department of the Students Supply Stores desk copy request forms free of charge.

B. Part-time Instructors: To obtain desk copies for all except full-time faculty members (graduate assistants, teaching fellows, etc.), department chairmen should write letters directly to the publishers requesting complimentary copies.

In the event the chairman does not receive textbooks in sufficient time for use, the Book Department of the Students Supply Stores will provide desk copies but only to the department chairman. The chairman may pick up the books in person or send a messenger with a written, signed request. In this case, the books will be charged to the chairman's personal account, and it will be his responsibility to replace the loaned desk copies with new, unmarked, salable copies.

Syllabi

Each faculty member is expected to have in his possession a syllabus for each course he teaches. It is the responsibility of each dean and chairman to have syllabi for all courses taught in his college, school, or department. It is also his responsibility to have on file in the office of the Provost or Vice Chancellor for Health Affairs as appropriate copies of the syllabi for all courses offered by his college, school, or department. Directions covering the main features of these syllabi can be obtained from the office of the Provost or Vice Chancellor for Health Affairs.

Tests and Examinations

Final examinations are to be administered at the end of each term according to the printed schedule. Generally, four days are devoted to the examination period during the regular quarters, and one day during the summer sessions.

There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with approval of the instructor, the chairman of the department or dean of the school involved, and the Provost or Vice Chancellor for Health Affairs, as appropriate. The chairman or dean will, if he believes that a serious emergency exists, forward a written request to the Provost or Vice Chancellor for Health Affairs setting forth the nature of the emergency.

Although tests are not required at specific times during the quarter, some measure of a student's progress should be made before the middle of the quarter. While it is understood that the objectives for courses differ from subject to subject and department to department, and that the relevant procedures used to measure those objectives will differ, it is encouraged, where possible, to obtain some form of written responses (essay test questions, term papers, etc.). If students are found to be deficient in fundamentals of writing, they should be referred to the English Department for assistance.

Students should not be permitted to continue a test or an examination after the bell rings.

A student who is absent from an examination without an excuse will be given a grade of F. An Incomplete (I) will be given only in the case of a student absent from the final examination who has presented a satisfactory excuse to the Associate Dean of Student Affairs for Men or the Associate Dean of Student Affairs for Women as appropriate. The symbol I will not be given unless the excuse has been presented prior to the scheduled examination.

An instructor should not administer make-up quizzes or allow credit to those students who miss announced or scheduled intermediate tests and quizzes. Students who are absent with an excuse acceptable to the Associate Dean of Student Affairs for Men or Associate Dean of Student Affairs for Women as appropriate will be given a make-up test or an excuse from taking the test at the discretion of the instructor.

Supervising Tests

While there is no formal honor system at East Carolina University, each student is expected to uphold the Honor Code of the University. The Honor Code, "You are on your honor not to cheat, steal or lie," does not imply that a student must report violations committed by another student. It is, therefore, the responsibility of each faculty member to make sure that each of his tests and examinations is adequately supervised.

Re-examinations

Only those graduating seniors (1) in the last quarter (2) who are passing a course at the time an examination is given and (3) who fail the examination will be given only one re-examination on the course. No other re-examinations are to be given. A grade change resulting from a re-examination must be on file on the Registrar's Office one week after the original scheduled examination.

Student Teaching

Student teaching is recognized as the culminating aspect of one's professional preparation for teaching. Adequate facilities for the administration of this phase of the stu-

dent's work are provided by East Carolina University under the supervision of the Director of Student Teaching, whose office is located in the Alumni Building. The Director of Student Teaching works directly with the dean, department chairmen, and the staff of the School of Education to provide a program of student teaching experiences for elementary education and special education majors. Each school or department involved in the education of prospective secondary school teachers has a college supervisor who works with the Director of Student Teaching in providing appropriate student teaching experiences for secondary majors.

Student teaching is done in the Greenville City Schools or in one of the other schools in the service area of the University which has been approved as a student teaching center. Student teachers are currently being assigned to schools in about twenty-five counties in eastern North Carolina.

All senior students enrolled in the teacher education program are required to observe the opening of a public school in a community of their choice before returning for their last year at the University. Written instructions for these observations are available in the offices of departmental college supervisors or in the office of the Director of Student Teaching.

Student teaching is done in the prospective teacher's major field only.

Application for admission to student teaching must be made to the appropriate departmental supervisor no later than the close of the registration period for the quarter immediately preceding the student teaching quarter. The Director must begin processing applications at least three months before the applicant expects to do student teaching. Elementary majors will receive application blanks and instructions for filing them during the class meetings of Education 203 and Education 305 each quarter. Their completed applications should be returned to instructors of Education 304 and Education 311 at the first class meeting each quarter. Special Education majors may obtain applications in the Special Education office. Secondary majors may obtain applications in the offices of departmental supervisors of student teaching. These forms, when not

otherwise available, may also be obtained in the office of the Director of Student Teaching.

Before admission to student teaching, the applicant must have attained classification as a senior in the University and have met all departmental prerequisites including admission to the Upper Division of Teacher Education.

Secondary majors must have an average of not less than C in the major field of preparation as well as in the general "overall" average. Also, they must have earned at least a C in the major methods course, and must have passed Education 325.

All Elementary Education majors must have a grade point average of not less than 2.0 on all courses attempted at East Carolina University. They must have passed English 105 and English 106 and must have a grade of C or better in Speech 119. Early Childhood Education majors must have earned at least a C in Education 101, 203, 304. Intermediate Education majors must have earned at least a C in Education 101, 305, and 311. In addition, applicants must satisfy all other departmental requirements.

Special Education majors in the area of mental retardation must have completed the same prerequisites as Elementary Education majors. In addition, they must have earned at least a C in Education 285, 286a, and 286b.

Majors in Speech, Language, and Auditory Pathology are provided student teaching experiences in the public schools of the area, or they may occasionally complete a practicum in a speech and hearing clinic recommended for that purpose by the Chairman of the Department of Speech, Language, and Auditory Pathology. Prospective student teachers in this field must have an overall 2.0 average in all work attempted at East Carolina University, and they must have earned at least a C in Education 101 and 161 and in Speech, Language, and Auditory Pathology 166, 167, 210, 212, 213, 303, 312, 340a, 340b, 351G, 353G, and 362.

Each applicant must be in good standing according to the records of the Associate Dean of Student Affairs for Men or Associate Dean of Student Affairs for Women. Those with pending university disciplinary action or legal action will not be accepted pending the outcome of that action. Applicants who have been arrested and convicted of violation of local, state, or federal drug laws, or of serious

offenses involving moral turpitude will not be admitted. The nature of other offenses or conduct may cause an applicant's character and fitness for the teaching profession to be questioned. In that case the student may not be recommended for admission to student teaching by his department, or his application may be rejected by the Director of Student Teaching even though he meets all academic and professional prerequisites.

Each applicant must pass a medical examination and have a health certificate completed by a staff physician of the University Infirmary or by a family physician. Infirmary appointments for this purpose must be made in the Student Teaching Office. As a general rule, pregnant students will not be permitted to begin the quarter. Any changes in the medical status of the applicant prior to the student teaching quarter or during the quarter should be reported to the Director of Student Teaching. The student may be permitted to continue through completion of the quarter as long as his condition does not reduce his effectiveness as a teacher.

A transfer or graduate student will not be admitted to student teaching until he has completed at least two full quarters at East Carolina University.

Student teaching is done for one full quarter during which the entire day is spent in the student teaching center. Student teachers assigned to co-operating schools in excess of 25 miles from the campus are urged to establish residence for the quarter in the community where the co-operating school is located

With the exception of Education 318s, which is required of Secondary Education majors, student teachers will not be permitted to take any course concurrently with student teaching. Exceptions to this policy may be made only in hardship cases upon the written recommendation of the student's major adviser, the endorsement of the chairman of his department, and the approval of the Director of Student Teaching on a form available in his office. However, under no circumstances will a student teacher be permitted to enroll for more than 3 quarter hours in addition to student teaching, and such additional courses must meet in the evening or on Saturday morning. Students

cannot hold full- or part-time jobs concurrently with student teaching.

Twelve (12) credit hours must be earned in student teaching at East Carolina University to complete the requirements for the B.S. degree.

Facilities are not provided for student teaching at the secondary level during the summer session. However, during the first term of the summer session, facilities for a limited number of experienced elementary teachers are provided in the Wahl-Coates Laboratory School. Prerequisites for admission to student teaching during the summer session are (1) completion of all academic prerequisites with the same grade point standing as regular students, (2) written recommendation by University faculty adviser, (3) three years of successful teaching experience, and (4) written recommendation from the school official by whom the applicant is employed. The amount of credit given for student teaching during the short summer session may be limited to six (6) credit hours. While successful teaching experience may substitute for the remaining student teaching requirement, the student will be required to complete an additional six (6) credit hours in professional education to complete graduation requirements.

INSTRUCTIONAL FACILITIES

Use of University Property

Faculty members and other employees are not permitted to hold classes, workshops, or other such projects in University buildings or to use University equipment for private gain. All classes or instructional projects involving any collection of money are to be handled through the Business Office.

Faculty members should be concerned about the physical appearance of their classrooms. Report housekeeping laxness to the department chairman, who in turn will report it to the Business Manager.

The majority of the academic buildings are under a special security system which prevents the issuance of outside door keys to faculty and staff as well as deans and depart-

mental chairmen. During the hours buildings are locked, no one is authorized to be inside unless admitted by the campus police. Anyone admitted to the buildings by the police should advise them as to the approximate time that he will be inside. Those so admitted should not allow anyone else to enter and should make certain that the door is locked when they leave. It is further requested that special permission to enter the buildings be held to an absolute minimum. Valid I.D. cards must be presented to the police officer upon request.

No property or equipment in the custody of or belonging to East Carolina University is to be removed from the campus unless it is in direct conjunction with a University-sponsored function or program and at a predetermined and approved location. No property or equipment is to be taken home or to any other unapproved location for personal or official use. Written approval must be received from the Business Office, Vice Chancellor and Dean of the University, or Provost or, as appropriate, Vice Chancellor for Health Affairs.

Inventoried furniture and/or equipment should not be moved permanently from one location (building, department, room) to another until such moves have been reported on an Equipment/Furniture Removal Request Form. This form should also be used when an item on inventory is stolen or becomes obsolete due to wear or age. The Equipment/Furniture Removal Request is a three-part form and should be distributed as follows: original to Purchasing Department, Room 215, Spilman Building; second copy for departmental files; third copy to Purchasing Department only if the Maintenance Department is to move the equipment or furniture. Purchasing will forward the third copy to Maintenance requesting the move be made. Maintenance will not move inventoried furniture or equipment unless they receive the completed removal request. Equipment/Furniture Removal Requests may be obtained from Room 212, Spilman Building or by calling the Purchasing Department.

Maintenance and Operation of Buildings

Maintenance of buildings, except plumbing and electrical work, is under the immediate supervision of the Superintendent of Buildings and Grounds. Requests for repairs to buildings should be in the form of a memorandum sent through the campus mail service to the Superintendent of Buildings and Grounds or delivered to his office in the Maintenance Shop.

The Plant Engineer, whose office is in the heating plant building, is responsible for heating the buildings and for the maintenance of plumbing, electrical and air-conditioning work. Requests concerning such matters should be in the form of a memorandum to the Plant Engineer.

Requests or reports concerning major alterations or renovations should be directed to the Vice President for Business Affairs.

In case of emergency the Superintendent of Buildings and Grounds and the Plant Engineer may usually be reached by telephone at the numbers shown in the directory.

IN CASE OF FIRE, take the following action immediately and in this order:

1. Sound the alarm by whatever means are available. Alert other people for safety and help.
2. Call Greenville Fire Department: 752-3116.
3. Regular work days: call Physical Plant Office: Ext. 6858.
4. Other times: call campus police: Ext. 6150. If no answer, call Greenville City Police (752-3141) and request that they radio message to campus police.

ALWAYS GIVE YOUR NAME AND EXACT LOCATION OF FIRE. REMEMBER, the first 30 seconds are the most crucial in fighting a fire; take every action possible to contain, control, and extinguish the fire.

As a member of the faculty or staff of East Carolina University it is your responsibility to familiarize yourself

with all fire fighting equipment available in your area of operations. Be sure you know how and when to use it. Ask yourself: What type of fire alarm is available, where is it, and how do I use it? Where is the nearest telephone? What type of fire fighting equipment is there in the area, where is it, and how should I use it?

Use of Auditoriums

Reservations for the use of Wright Auditorium for programs at any time are to be made with the Associate Dean of Student Affairs for Activities. The other auditoriums (Rawl 130, Austin 132, Speight (Education/Psychology) 129, Flanagan 201 and 307, Library 214, Brewster (Social Studies) B102 and C103, Biology North 102 and 103 and Physics 301) are used as classrooms until 5 p.m., Monday through Friday, and are scheduled by the office of the Provost for programs during the hours from 8 a.m. until 5 p.m. After 5 p.m., Monday through Friday, and on Saturday and Sunday, the auditoriums are available for all types of meetings and are scheduled by the office of the Associate Dean of Student Affairs for Activities. McGinnis Auditorium is used exclusively by the Department of Drama and Speech, Nursing 101 is used exclusively by the School of Nursing, and the Music Hall Auditorium is used exclusively by the School of Music. No one should plan to use any of the auditoriums until he has checked with the Associate Dean of Student Affairs for Activities and has had his activity listed in the calendar.

A $15 deposit will be required for each date reserved by all University organizations except for administrative and departmental functions. No rehearsals or programs will be held unless a faculty adviser is present, and the group using an auditorium is responsible for seeing that there is no smoking and that food and drinks are not brought into the auditorium. No parties will be held in McGinnis Auditorium after productions there.

Any group that fails to abide by the rules and regulations governing the use of auditoriums will forfeit its deposit and be denied the privilege of using them.

The office of the Associate Dean of Student Affairs for Activities has been assigned the responsibility for handling all details related to the use of University facilities by off-campus organizations. Anyone contacting a faculty member, department head, or dean about such a matter is to be referred to that office. Prior to any agreement being reached for a group to use an auditorium or any other area, the dean or department head whose office is responsible for the site will be contacted by the Associate Dean to insure that neither a hardship nor a conflict with a University program will result if the outside group is permitted to use the facility.

It is not the prerogative of any official of the University to permit free use of state-owned facilities. Any non-University organization that uses any facilities must reimburse the University for actual costs involved. In order to determine actual costs, a list of services the University can provide and charges for each has been prepared. Contracts will be signed by both the organization and the University prior to any non-University-sponsored activity being held on the campus.

THE LIBRARY

Library Hours

Monday through Thursday	8:00 a.m. to 12:00 midnight
Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 12:00 midnight
	Library service closes at 10:00 p.m.
Vacation hours	Same as those of offices in Spilman (Administration) Building

Circulation of Books and Periodicals

On request, each faculty member is issued a library card, with which all withdrawals must be made. Faculty members may draw out books for longer than the two-week

period - except for fiction - but they are requested not to keep material out any longer than necessary. Students may request the return of any book checked out to a faculty member for a period longer than two weeks. Periodicals, except the latest issue, may be taken out for short periods only. All materials must be returned in April each year for inventory; but after they have been checked in by the Library, they may be drawn out again if necessary.

New members of the faculty are requested to introduce themselves to the Circulation Librarian before beginning to use their stack privileges.

Information about stack permits for graduate and undergraduate students may be obtained from the Circulation Librarian.

Reserve

Instructors should place on reserve, at least forty-eight hours before assignments are made in them, any books which a considerable number of students will use. Printed forms for listing such books may be obtained in the Reserve Book Room. Reserve books are listed, by both course and teacher, on the Linedex File in the Reserve Book Room. At the end of each quarter all books are removed from reserve unless instructions to the contrary are given to the Circulation Librarian.

Audio-Visual Materials

Microfilms, microcards, and filmstrips which are listed in the card catalogue may be checked out for a limited time from the Microform Room, where microfilm and microcard readers are also available.

The Library maintains some of the most recent Xerox equipment available, which is under constant service by Xerox personnel. Copies of most any material can be made for a nominal charge.

Ordering

Faculty and staff members are urged to order, through their college, school or department, books, periodicals, and

other materials to be placed in the Library. Printed cards on which to make suggestions or requests may be secured from any member of the Library staff, but book requests in any written form will be honored if the author, title, publisher and date of latest copyright are provided. Such requests should be routed through departmental channels to the Director of Library Services or the Bibliographer. When a faculty member wishes an order rushed, he should mark the card RUSH and should allow twelve days for the book to become available. Ordinarily an order takes much longer. Since the Library collection is not a substitute for textbooks, requests for more than one copy of a book will have to be justified.

Government Documents

Joyner Library is an officially designated depository for selected United States government publications. For information about these, inquire of the Documents Librarian or at the reference desk.

Interlibrary Loan Service

Joyner Library attempts always to use interlibrary loan privileges to obtain important material needed by members of the faculty for their research. These loans are, of course, restricted by the rules of the lending libraries and the "General Interlibrary Loan Code of 1952" (1956 Revision).

An interlibrary loan-request card, which may be obtained from the reference desk, must be filled out for each title. Interlibrary loan service is handled by the Reference Department. Complete bibliographical information with a reference to the sources of citation is required. Before leaving the request card, faculty members should consult with the Reference Librarian about procedure and the availability of the materials. When the material arrives, the borrower is notified by mail.

Interlibrary loan service will be suspended in the winter quarter between December 1 and January 1, in the spring quarter after May 1, and in the summer session after August 1.

U.N.C. Cooperative Lending Agreement

Faculty, staff, and graduate students may obtain a U.N.C. Cooperative Library Privilege Card from the Chief Reference Librarian which entitles them to use the library resources of the other fifteen units of the University system on the same basis that undergraduates in each unit may use such resources.

THE HEALTH AFFAIRS LIBRARY

The Health Affairs Library is the primary resources facility for the Division of Health Affairs. In addition to the usual library services which are offered by the Health Affairs Library, the Health Affairs Instructional Resources Center produces non-print media to assist in the instructional program.

The Director of the Health Affairs Library is administratively responsible for the library operations of the Division including those of the Health Affairs Instructional Resources Center. Each staff member is responsible for a specific area of library operations, and policies are formulated by the Director based on the advice of the staff, faculty members, and students.

Library Hours

Monday through Thursday	8:00 a.m. to 12 midnight
Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	2:00 p.m. to 12 midnight

Circulation

Faculty operate under the following regulations.

Books: Two-week loan with renewal upon request

Unbound journals: Available for one-week loan one month after the date received; renewal possible if no one has requested

Bound journals: Available for one-week loan outside the Library with renewal if no one has requested

Reserve

Faculty members are requested to place on reserve any books which appear on recommended reading lists. Request for materials to be placed on reserve should be submitted prior to making assignments. Books on reserve are listed by course and by author. A book placed on reserve for a course will be placed on reserve each quarter that course is taught. The Library should be notified promptly when reading lists are revised.

Audio-Visual Materials

The Health Affairs Library catalogs all non-print media purchased in the Division. All such materials are listed in the card catalog. In addition to the in-house media the Library maintains a file of catalogs of material available from other sources.

Ordering

Faculty and students are encouraged to request materials. Forms are available from the Library on which requests may be submitted. Faculty orders are processed promptly upon receipt. The name of the faculty member submitting a request should appear on all request forms.

Interlibrary Loan

Library materials not available on campus may be requested through interlibrary loan. Interlibrary loan request cards are available from the circulation desk. All information requested on these cards should be supplied for prompt service. When incomplete information is given, the staff will attempt to secure the items requested, but the time required to receive the material may be considerable.

EVALUATION OF STUDENTS

Student Information Services

The complete folders of all students are housed in the Registrar's (Central Records) Office in the Whichard Building. Faculty members are invited to come in and study these records whenever they so desire. Students may also consult their own records. Such folders contain standardized test scores, infirmary examinations, and other useful evaluative materials which afford valuable indices to the student's behavior and probable future development.

In addition, the University is equipped to do extensive testing of individual students where the situation warrants it.

Student Counseling

Faculty members should assume responsibility for much of the personal counseling of students to the extent of their competency and the time and facilities available to them. (See Part III, Academic Information: Academic Counseling.) At times, however, it will be advisable for faculty members to refer students to other persons and agencies for more intensive study and assistance. For example, students with poor study habits, low reading skills, confused vocational objectives, and persistent personal problems should be sent to the Counseling Center for referral to one of the student-service agencies where more direct assistance may be provided. Personal counseling is also offered by the Associate Deans for Student Affairs for Men and for Women.

PART IV

Personnel Policies

EMPLOYMENT POLICIES

The University is an "Equal Opportunity Employer" committed to the provisions and principles of the Civil Rights Act of 1964 and also of Executive Order 11246. The University will follow an affirmative action program in the recruitment, selection, training, and promotion of minority persons. Specifically, the University will consider all applications for employment based upon education, training, skill, and experience without regard to race, sex, creed, color, or national origin. Further, the University will administer all personnel matters on a nondiscriminatory basis pertaining to the promotion, demotion, transfer, lay-off, termination, and salary administration of the University employees. See Appendix H, Resolution of the Board of Governors Concerning the Employment of Related Persons.

The University Personnel Department has responsibility for the employment of all personnel who are subject to the State Personnel Act and paid from either state, federal, or private funds. All commitments for the employment of non-faculty personnel must be approved in advance by the University Personnel Department.

According to State law, all non-faculty positions will be classified into specific job categories. It will be the responsibility of the University Personnel Department to determine job classification contingent upon approval by the Office of State Personnel. The amount of funds budgeted or allocated for a position does not determine classification of the job nor the salary that a person may receive. The classification will be based upon duties and responsibilities, and the salary will be based upon the qualifications of the applicant. The University cannot make a salary commitment until the position has been classified and approval given by the Office of State Personnel to employ someone. Any request to establish a new position should be submitted to the University Personnel Department at least thirty (30) days prior to the proposed effective date.

APPOINTMENT

The power of appointment and removal of a member of the instructional staff is vested in the Board of Trustees. The Board in general expects recommendations for appointments to come from the Chancellor, who takes into account the recommendations of the appropriate deans and department chairmen. See Appendix C, Personnel Policy and Procedure for the Faculty.

RANKS

The University faculty consists of all members of the teaching staff with the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and administrative officers as designated by their teaching ranks or by the Board of Trustees.

Teaching Fellows are not formal members of the University faculty.

PROMOTION

Progress through academic ranks is ordinarily relatively slow. There are no automatic promotions based merely on length of service. Recommendations based on merit are usually made with supporting materials by the appropriate dean or chairman to the Chancellor through the Vice Chancellor and Dean of the University and Provost or Vice Chancellor for Health Affairs, as appropriate.

Among the factors considered in evaluating the work of a faculty member are successful teaching, significant research and publication, professional recognition, and service to the University and the community. See Appendix C.

TENURE

After the expiration of a probationary period, faculty members are considered to have tenure and their services will be terminated only for adequate cause. Tenure ends at age 65. See Appendix D for complete statement of Tenure and Academic Due Process.

LEAVE OF ABSENCE

Leaves of absence for one or more quarters without salary may be arranged with faculty members on tenure for the purpose of advanced study, research, or public service without prejudice to future promotions in rank, provided the period of absence is reasonable and does not work undue hardship upon the University.

Requests for leave of absence must be made on the form provided, through the normal academic channels (see Appendix G).

Leaves of absence without compensation normally should be for not more than two academic years or occur more often than once in three years. For faculty members who do not have tenure, a period of leave would not count as a part of the probationary period. It is impossible to judge the individual's readiness for tenure while he is on leave. Thus, the tenure decision will be postponed for a period equal to the length of the leave. The final responsibility of recommending to the Board of Trustees those to be granted leaves will rest with the administration. In granting leaves, evidence that they will produce present useful results or increased future effectiveness will be considered.

Leaves are often granted under circumstances that place an ethical obligation on their recipient to return. If the leave is accepted under an agreement to return, this agreement should be honored. Even when there is no obligation to return, the faculty member on leave should observe the same rules regarding adequate notice of resignation as found in the current *Faculty Manual* of East Carolina University.

The returning faculty member's pay will begin at the quarter in which he resumes work. The contract between faculty member on leave and the University will be resumed. Raises and promotions awarded during the period on leave will be placed into effect at that time. While on leave, the faculty member will have the opportunity to maintain group life, health, and total disability insurance consistent with the policies of the University.

RESIGNATIONS AND REAPPOINTMENT

Resignations should be made in writing through normal academic channels (see Appendix G) as far in advance of the effective date as possible. Department chairmen should forward a completed personnel action form with the letter of resignation.

Faculty members not to be invited back the following year will be informed of this decision in accordance with the provisions of the statement of Tenure and Academic Due Process. See Appendix D. Those faculty members who plan to resign should notify the appropriate dean or chairman and the Provost before April 1. Anyone who resigns after April 1 will place considerable hardship upon his department to replace him. The faculty member should feel morally obligated to remain in his position until adequate notice is given, or a replacement is assured.

RETIREMENT

A person who becomes 65 on or after July 1 will be retired at the end of the following academic year. A person who will become 65 before July 1 will be retired at the end of the same academic year. Arrangements may possibly be made to allow summer employment during the first term of the summer session following retirement if the schedule and budget permit and if the retiring person wishes it. This summer pay will be counted in pay averages for retirement. See **WELFARE AND BENEFITS**: *Retirement*, below.

ORIENTATION OF NEW FACULTY

During the opening week of school, new faculty attend an announced meeting for the purpose of acquainting them with the Chancellor and key administrative personnel and their responsibilities, and with the relationship between faculty and administration.

After this meeting, orientation of new faculty is continued throughout the year by deans and chairmen who assist the faculty in becoming acquainted with the practices and procedures of the University.

SALARY POLICIES

Salary Payments

Annual salaries of faculty and staff are paid in twelve (12) monthly payments. Checks are distributed to each department by special messenger in the morning on the last day of each calendar month. If and when the last day of a month falls on a non-work day for the Business Office, then distribution of checks will be made on the last work day prior to the last of the month. Arrangements may also be made with the Payroll Office to have checks deposited in a local bank to the account of the faculty or staff member. Salaries for summer term teaching are paid at the close of each term. The schedule for salary payments is prescribed by the State Department of Administration in Raleigh and employees should not expect any departure from it.

Maximum and Average Salaries for 9 Months

The maximum salary for each rank at all North Carolina public institutions is established by the State Budget Office. The maximums and averages for East Carolina University for 1972-73 are set forth below:

	Maximum	*Average*
Instructor	$11,900	$ 8,499
Assistant Professor	15,800	11,844
Associate Professor	17,100	14,562
Professor (including Department Chairmen)	20,700	17,346

Withholding Tax

Federal. Federal income tax is withheld on the basis of information furnished the Payroll Office on U. S. Treasury Department Form W-4. It is the responsibility of the employee to furnish the Payroll Office with a revised Form W-4 if the number of his withholding exemptions is changed due to deaths, birth, or other reasons. Since withholding exemptions are applied to the regular salary of the indi-

vidual, the withholding tax on supplemental salaries for summer term, extension teaching, etc., must be calculated without benefit of exemptions.

In January of each year, each employee will receive from the Payroll Office a receipt (U. S. Treasury Department Form W-2) for income tax withheld for the previous calendar year.

State. State income tax is withheld on the basis of information furnished the Payroll Office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the Payroll Office with a revised Form NC-4 if the number of his withholding exemptions is changed due to deaths, births, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.

In January of each year, each employee will receive from the Payroll Office a receipt (N. C. Department of Revenue Form NC-2) for income tax withheld for the previous calendar year.

WELFARE AND BENEFITS

Emergencies and Unusual Occurrences

Faculty members are required to report to the administration any hazards to safety and any accidents or other unusual occurrences or emergencies that may be of general concern.

Workmen's Compensation

All employees of the University are covered by Workmen's Compensation in case of personal injury incurred in the course of their employment. It is the responsibility of the employee to report all injuries to his department head and to the University Personnel department without delay. The University Personnel Department will investigate and file all claims with the N. C. Industrial Commission.

The University is considered a self-insured employer and will be responsible for all claims as approved by the N. C. Industrial Commission. The employee should not pay for drugs and treatment received or charge it against personal hospitalization insurance coverage. Although the University will pay for prescribed drugs, physician's fees, and hospital charges as approved, there will be a waiting period of seven calendar days from date of injury before any weekly Workmen's Compensation can begin for loss of work. When weekly compensation is paid in compliance with the law, it is limited to 60% of weekly earnings, but shall not be less than $20 nor more than $56 per week.

Social Security

All University employees with the exception of students are subject to the provisions of the Federal Social Security Act that requires a percentage contribution subject to the current Social Security law. This is a separate contribution from the State retirement that cannot be withdrawn. The amount paid by the employee will be matched by the University. All State-owned agencies and institutions are considered one employer under the Social Security law; therefore, if the employee receives earnings from more than one agency or institution within the calendar year it should be brought to the attention of the University Payroll Department.

Social Security benefits may be claimed at the age of 62 that will be lower than the maximum benefit claimed at age 65. Retirement benefits under the Social Security law will be based on average earnings beginning with 1937, or beginning with 1951, whichever will allow the higher benefit.

There is also provided a broad program of health insurance called Medicare for people 65 years of age and over. One part of Medicare is hospital insurance, which helps pay for hospital care and certain follow-up services. The other part is voluntary medical insurance, which helps pay physician's fees and other medical bills.

More detailed information may be obtained from the local Social Security Administration Office.

Retirement

All full-time employees of the University with a permanent appointment who were under sixty-two years of age when initially employed must participate in the North Carolina Teacher's and State Employees' Retirement System with the exception that employees who hold faculty rank of instructor or above are eligible to choose between the North Carolina Teachers' and State Employees' Retirement System (TSERS) or an optional program with Teachers' Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). All employees should visit the University Personnel Department to be enrolled in the retirement system when first employed or when given a permanent appointment. Once the eligible employee has made a choice and enrolled in the system he selects, the decision will be irrevocable. It is not possible to change from one program to the other during employment in an eligible position. Members will contribute 5% on earnings up to $5,600 per year including summer session salaries, and 6% on earnings over $5,600 per year including summer session salaries.

For those who teach a regular nine-month school term (September through May), one year of creditable service is allowed for retirement purposes if an active member of TSERS.

It is expected that employees will retire on July 1 following their sixty-fifth birthday unless, because of special circumstances, they are requested to continue beyond that age. The employee in TSERS should apply for retirement benefits at least thirty days but not more than ninety days prior to the effective date. Arrangements for retirement should be made at the University Personnel Department. For those in TIAA-CREF, individual guidance from the TIAA-CREF representatives is always available. A few months before retirement age, TIAA-CREF will send the employee information and specific figures for options in regard to retirement benefits.

Additional information about the two retirement systems is given below.

TSERS: The University will contribute 8.95% on all earnings paid the employee considered subject to state retirement. Both the employee's contribution plus the University's matching portion will be placed on deposit with TSERS. Some of the key points for eligibility of certain benefits are as follows:

1. If permanent disability occurs after five years of creditable service, the employee may be retired with a monthly benefit. This allowance is calculated as a service retirement and based on the years of service the employee would have had at age sixty-five.

2. The employee acquires vested rights after five years of creditable service that will permit the monthly benefit available at age sixty.

3. After age fifty-five or after thirty years of creditable service, should the employee die in service, the beneficiary designated by the employee to receive a return of the accumulated contributions plus interest may choose to receive instead a monthly benefit for life. This same benefit is also available to the beneficiary of any member who upon death was eligible for early retirement. In the event of death prior to meeting all conditions for the Survivor's Alternate Benefit, the designated beneficiary would receive a lump sum payment of all contributions made by the employee plus allowable interest.

4. An early retirement allowance at a reduced rate is permitted after age fifty with twenty or more years of creditable service.

5. Eligibility for retirement at a reduced rate is permitted at age sixty regardless of years of creditable service.

6. Unreduced retirement benefits are provided for any member who has completed 30 years of creditable service regardless of age; benefits are unreduced for any mem-

ber who has reached sixty-five years of age regardless of years of creditable service.

7. After one year of creditable service, should the employee die in service prior to age sixty-five, his designated beneficiary would be paid a death benefit equal to the compensation earned by the employee in the calendar year preceding the year in which the employee died, not to exceed $15,000. This benefit is over and above any other retirement benefit to which the employee's beneficiary may be entitled.

Employees should maintain a current record of designation of beneficiary with the TSERS. Any changes regarding the designated beneficiary may be made at the University Personnel Department.

In the event the employee terminates his service with the University without qualifying for retirement benefits, he may withdraw his portion of accumulated retirement contributions plus allowable interest or he may leave his accumulated contributions on deposit with TSERS. After a refund has been made, the employee forfeits all credit for years of service earned during past employment.

TIAA-CREF: The University will contribute 5.1% on all earnings paid the employee considered subject to state retirement. Both the employee's contribution plus the University's matching portion will be placed on deposit with TIAA-CREF. Funds will be distributed between the TIAA and CREF as requested by the employee at the time he is enrolled. Some of the key points of the optional program with TIAA-CREF are as follows:

1. In TIAA, premiums are invested almost exclusively in fixed-dollar obligations—bonds and mortgages—to make sure participants will receive a guaranteed future retirement income that does not vary except for individuals. In CREF, premiums buy "accumulation units" (like shares of ownership) in a broadly diversified common stock fund. At retirement the accumulation units are converted to "annuity units" and an unchanging number of these units are "paid out" to the retiree for as long as he lives. The dollar amount changes,

from year to year, reflecting primarily changes in the market prices and dividends of CREF's common stock investments.

2. Ownership of TIAA-CREF is immediately and fully vested in the employee. The annuities do not provide for loan or cash surrender. If the employee leaves the University within five years of the date he began participation in the Optional Retirement Program and commences employment with an employer that does not participate in a TIAA-CREF retirement plan, the contract shall be repurchased, thus cancelling the annuities. The accumulation (less the applicable repurchase charge) is paid in a single sum, with the funds being distributed between the employee and the University on a pro-rata basis. If the employee has completed five years of participation in the Optional Retirement Program upon termination of service, the annuities are not eligible for repurchase.

3. TIAA-CREF contracts do not contain a disability benefits provision. A disabled participant may wish to start annuity income payments with the amount of income depending upon the same factors that determine the amount of income if benefits began under normal circumstances.

4. In the event of death of the employee, the full current value of the TIAA-CREF contract, including the portion bought by the employers, is paid as an income to the designated beneficiary. There is no additional death benefit provision under TIAA-CREF.

5. There are several options provided by TIAA-CREF to the employee at retirement time and all but one provide income for the beneficiary in the event of a retiree's early death.

Additional information regarding the two retirement programs is available from the University Personnel Department.

Vacation and Sick Leave

Full-time permanent employees who are subject to the State Personnel Act and those faculty members who hold 12-month appointments are entitled to two weeks of sick leave and three weeks of vacation leave annually. The annual leave or vacation time must be approved in advance by the supervisor and it should be taken only at the convenience of the employee's work. The University does not hire extra help to replace those on vacation.

Sick leave is available only for personal illness of the employee or because of a death in the employee's immediate family. Unused sick leave is accumulative. A deduction will be made from the salary of an employee who is absent in excess of the sick leave or the vacation leave available.

It will be the responsibility of the supervisor and department head to maintain current records of all leave taken by the employee. The leave as it is taken should be recorded without delay on the Employee Annual and Sick Leave Record card supplied by the University Personnel Department. At the end of each calendar year, an annual report of all leave taken during the past twelve months will be made to the University Personnel Department to become a permanent part of the employee's record.

A prolonged absence which is likely to exceed the unused leave available to the employee should be reported promptly by the supervisor or department head to the University Personnel Department.

Hospitalization

Group hospitalization insurance is provided for all full-time permanent employees through North Carolina Blue Cross and Blue Shield, Inc. The University will contribute up to $10 per month for payment of premium for each eligible employee. Any remaining portion of the premium due must be paid by the employee through the payroll deduction plan. Details concerning this insurance and application forms for enrollment in the group may be secured from the University Personnel Department.

Life Insurance

A low-cost group life insurance plan is in effect for faculty and staff members. All new full-time faculty members will be automatically enrolled in the plan, unless stated in writing to the University Personnel Department not later than the first of the month following the date they report for work that they do not wish to be enrolled. Once automatic enrollment has occurred, the faculty member will be required to remain in the plan for 90 days, after which time the individual may withdraw provided a written request is made to the University Personnel Department not later than the first of the month the insurance is to be cancelled.

Those presently employed may voluntarily enroll in the plan by visiting the University Personnel Department to complete an application.

The amounts of insurance are based on need, with substantially higher protection during the earlier years and lesser amounts of coverage as age increases and need normally diminishes. Special features include waiver of premium in the event of total disability prior to age 60, and dependent protection at nominal cost.

Disability Salary Continuation Plan

Full-time permanent employees are automatically covered by the Disability Salary Continuation Plan which is provided at no cost to the employee. The University makes all the necessary contributions on behalf of the employee to provide the benefits. Some of the key points on benefits are as follows:

1. Employee must have one year of service to qualify for benefits under the plan.

2. An eligible employee may apply for benefits after the period of disability has lasted 90 days. Application for benefits should be made as soon as possible after the 90-day disability period and the claim must be submitted before another 90 days elapse.

3. The monthly benefit will be equal to 60% of the basic monthly salary, up to a maximum of $1,000 per month. Benefits are coordinated with benefits which a disabled employee may be eligible to receive from other plans. This provides 60% of a disabled employee's basic monthly salary including the benefit which that employee may be eligible to receive from Social Security, Workmen's Compensation and statutory disability plans, Teachers and State Employees Retirement System, other retirement systems supported by any employer, other insurance plans to which the state or University contribute, and wages or other income paid by public or private employers.

Employees apply for benefits through the University Personnel Department. When the employee terminates his employment with the University or the State, membership in the plan automatically terminates.

Additional information regarding the Disability Salary Continuation Plan is available from the University Personnel Department.

Income Protection Plan

Information concerning the group insurance for income protection may be secured from the University Personnel Department. Membership is by choice.

Tax Deferred Annuity

Section 403(b) of the United States Internal Revenue Code provides that the employees of East Carolina University may contractually reduce their current compensation for the purchase of annuity. This enables an employee to make monthly contributions of a fixed amount, through payroll deduction, to the Prudential Insurance Company of America that is exempt from Federal withholding taxes until the annuity benefits are paid. Employees interested in the annuity plan should contact the University Personnel Department for further information.

U. S. Savings Bonds

Government bonds may be purchased through the payroll savings plan by employees who are paid monthly. Applications may be acquired from the University Personnel Department.

Travel Expenses

I. Statutory Provisions Governing Travel and Expense Allowances.

Under no circumstances may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed by a non-state source.

All travel is contingent upon the availabiity of funds in the proper budget subheads.

A. Travel on official business by employees of East Carolina University shall be reimbursed at the following rates as set forth by the legislation enacted by the 1971 General Assembly.

1. For transportation by privately owned automobile, the employee will receive 10¢ per mile and actual cost of road, bridge, and ferry tolls paid. (Toll receipts are required.)

2. For transportation by airline, bus, railroad, actual tourist class fare will be allowed. Receipt for charges must be attached to reimbursement form.

3. The use of a rental automobile will be authorized only when it is the most economical method of available travel or it is the only feasible method of available transportation. Approval for rental must be obtained in advance. Receipt is required for reimbursement.

4. The actual amount expended for room, meals, and reasonable gratuities will be reimbursed with the following limitations. A maximum of

$17.50 per day will be allowed for subsistence when traveling in-state or a total of $25 per day when traveling out-of-state.

a. On any day that travel expenses include only three meal charges, the total reimbursement shall not exceed one-half the maximum daily subsistence rate. (Where the employee spends the night determines whether in-state or out-of-state subsistence applies.)

b. No subsistence expense is reimbursable within 10 miles of the employee's duty station.

c. Receipts for hotel charges and registration fees must be attached to the employee's expense account.

d. Tips are allowed for table service at meals (not in excess of 15%), and for handling of baggage when arriving at or departing from the place of lodging. These tips must be itemized under subsistence and are counted toward the authorized subsistence maximums.

Tips for handling baggage at common carrier terminals are allowed and must be itemized under Other Expenses. These tips are not counted toward the authorized subsistence maximums.

Tips for room service, valet, and other hotel services are *not* reimbursable.

5. The maximum reimbursement for registration fee is $15.

a. When a registration fee includes the cost of one or more meals, reimbursement on the actual cost of such meals shall be claimed under "subsistence" and these amounts shall not be counted as part of the registration fee.

b. No authorization for registration will be granted unless full explanation is given on the request form. Request should, if possible, indicate the portions of the fee which will be used for: 1) general conference expenses, 2) banquets, meals, and refreshments, 3) tours and other entertainment. A copy of the brochures, fee schedules, or other material listing the amount and various elements of cost included in the registration fee should be attached to the request.

c. Receipts must be attached to the reimbursement form.

II. State Policies regarding Travel

A. Authorization Procedure

All travel must have written authorization. Petition to Travel should be received in the office of the Vice Chancellor and Dean at least one week in advance of the travel for in-state travel, two weeks in advance for out-of-state travel, and three weeks in advance for travel outside the continental United States. Full documentation and explanation are required for all travel out-of-state.

B. Transportation

1. State Cars

a. When feasible, a state car should be used instead of a private car.

b. State cars may not be used for private purposes. General Statute 14-247 reads, "It shall be unlawful for any officer, agent, or employee of the State of N. C. . . . to use for any purpose for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to the State . . . ."

c. Travel to conventions or other places where three to five people are traveling together should be by state-owned car rather than by public conveyance where the distance is 300 miles or less.

d. Any fines imposed for any violation which was under the control of the driver shall be the responsibility of the driver.

e. Arrangements for gas, oil, servicing, etc. should be made with the Division of Contining Education, East Carolina University.

f. Hitchhikers are not permitted to ride in state-owned vehicles. Wives or husbands of state employees may accompany them in state cars, if ample space is available and all travel is strictly for official state business. Children of state employees may not be passengers in state cars driven by the employee.

g. Parking and storage fees, tolls, and required repairs to state-owned vehicles will be reimbursed provided necessary receipts are obtained. Reimbursement of expense for airport parking is limited to 48 hours with receipt required for any charges exceeding one dollar.

h. At the employee's destination, state cars may be used prudently for travel to obtain meals, but not for entertainment while off-duty.

C. Private Cars

1. State employees may use their private cars at a reimbursement rate of 10¢ per mile if:

a. A state car is not available and air coach is more expensive or not feasible.

b. Such use is to the state's advantage. Reimbursement is limited to direct road map

mileage between the stops on the employee's itinerary.

2. State employees on state business may use their private cars for personal convenience at the rate of 8¢ per mile or air coach rate, whichever is less, with subsistence expense being reimbursable only for the period required for airplane travel.
3. Mileage rates include all charges incurred of any nature except tolls.
4. Reimbursement may not be made for commuting between an employee's home and his duty station.

D. Taxis and Limousines

The actual cost of taxi and limousine fares is reimbursable when required for travel on state business. Taxi fares are not reimbursable for intercity transportation, except in emergencies when no less expensive mode of transportation will be available within a reasonable period.

E. Rental Cars

Use of rental cars must be authorized by the Budget Division in advance of the rental. Use of a rental automobile will be authorized only when it is the most economical method of available travel or it is the only feasible method of transportation.

Supplies, Equipment, and Contractual Services

All purchases and commitments for outside services are made by issuance of an official University purchase order by the Purchasing Department, and no department or individual is permitted to make any such purchase or commitment. Failure to use proper channels and procedures will make the individual personally responsible for his actions, as the University will not assume any financial responsibility.

Purchases are initiated by means of a requisition to the Purchasing Officer by departmental chairmen, deans, or agency heads and forwarded through the following for approval:

Academic Departments (other than Health Affairs) — to Provost

Health Affairs —to Vice Chancellor for Health Affairs

Grants — to Director of Sponsored Programs

All other agencies — to Vice Chancellor for Business Affairs

Requisitions should be filled out completely and accurately. If the exact cost of goods or services is not known, an estimated cost should be indicated. Special requests for technical, scientific, or medical equipment should be properly identified. Most routine supplies and equipment are purchased on term contracts or from established sources of supply. In most cases, items which are not available from term contracts or established sources will be competitively bid. Each agency or department should plan and requisition its requirements well in advance to allow adequate time for processing of the order and delivery of the merchandise.

Upon receipt of invoices for goods or services, the Purchasing Department will forward the invoice in triplicate to the dean, departmental chairman, or agency head for approval. Approval indicates that the goods or services have been received in good order, and the first two copies of the approved invoice should then be promptly returned to the Purchasing Department. If delivery of goods is delayed more than one week beyond receipt of the invoice, the Purchasing Department should be notified.

Routine requests for office supplies should be initiated by means of a requisition to Central Supply. Listings of items stocked by Central Supply are available to all departments. Items disbursed through Central Supply are sold on a cost plus basis. White chalk and erasers for routine classroom use are supplied by the Housekeeping Department.

Requirements for printing should be initiated on a requisition to the Print Shop. If for some reason the Print Shop cannot fulfill a particular requirement, it will be forwarded to the Purchasing Department for further processing.

Requests for office machine repair should be forwarded to the Office Machines Repair Shop. Should the Repair Shop be unable to make the necessary repairs, the request will be forwarded to the Purchasing Department and outside service will be requested.

Merchandise which is for sale in the Students Supply Stores is available for official or departmental use only when purchased with a requisition approved by the Purchasing Department or issuance of a purchase order in the usual manner.

Collection of Money

No individual or department of the University may collect any money without being authorized to do so by the Business Office, and reports of all such collections, when authorized, shall be made on forms provided by the Business Office. All money collected shall be turned, in full, into the Business Office promptly for deposit. All disbursements are to be made by check drawn by the Business Office.

The foregoing regulation by the Board of Trustees applies to University funds and does not apply to civic and charitable fund campaigns.

Collections of funds for special instructional materials, such as magazines, should be made by a properly designated student and not a faculty member.

Vehicle Registration

All private motor vehicles driven or parked on the University campus by employees must be registered with the University Traffic Office. Employees are permitted to park only in designated places reserved for staff members. Traffic fines are levied upon those who violate the rules and regulations outlined for driving and parking on the University campus. Please observe all signs and drive carefully.

Automobile License

The length of time which a person may operate an automobile in North Carolina before he is required to purchase

a North Carolina license plate varies according to the state in which the automobile was previously registered because of the fact that North Carolina has reciprocity agreements with most states. Newly employed faculty members coming from other states are advised to call the local office of the North Carolina State Highway Patrol in order to secure information on this matter and thus avoid payment of a penalty for non-compliance.

INSTITUTIONAL SERVICES AVAILABLE TO FACULTY

Admission to Athletic Contests

Admission of the faculty and members of their families to athletic contests is provided through any of the following means:

Football Season Tickets — One half price for all season tickets

Single Game — The same price as charged to public

Basketball Season Ticket — One half price for all season tickets

Single Game — The same price as charged to public

The ticket price for elementary and secondary school children is $1.00 per game.

AAUP

There has been an active chapter of the American Association of University Professors at East Carolina University since 1954. All eligible faculty members are welcome to join this organization.

Cafeterias

The University cafeterias are available for use by the faculty and staff. Meals are available at moderate prices for cash payment.

Central Ticket Office

The Central Ticket Office makes tickets available for programs and activities at the University other than ath-

letic contests and Department of Drama theater productions. Examples of tickets available in the Central Ticket Office are: Artists Series, Popular Entertainment Series, Lecture Series, and Special Concerts. A limited number of tickets are available at reduced rates to faculty and staff members for most activities with the exception of the Artists Series. Tickets may be obtained by presenting ID cards at the Central Ticket Office, which is located in Wright Auditorium. Each family is entitled to two nontransferable tickets as long as the supply lasts. Tickets must be picked up in person. To gain admission to some programs, the photo ID card only will be required.

Computing Center

The Computing Center conducts seminars for faculty members who wish to increase their knowledge and skill in programming. A series of seminars is offered each quarter. These include one or more of the basic languages such as FORTRAN and COBOL. Other seminars such as Job Control Language, Disk Utilization Techniques, and File Organization are offered at least once a year. Interested faculty members and graduate students are encouraged to participate in these seminars.

Continuing Education

In addition to organizing extension courses in almost all the professional and academic areas, the Division of Continuing Education renders assistance to the public schools through educational workshops, educational clinics in special fields, speakers for special occasions, assistance in educational surveys and curriculum studies, and consultation on special problems. Many professors feel that extension teaching and other field projects keep them in touch with problems as they are encountered by our graduates.

The Speakers Bureau, organized and administered through the Division of Continuing Education, is an effort of East Carolina University to further meet its commitment of offering the talents of the University to the people of this region. The Bureau is made up of faculty and staff who represent a wide range of knowledge and experience, and who have expressed an interest and willingness to

appear before groups to discuss topics in their areas of expertise.

The combined teaching load on campus and in Continuing Education for any faculty member must not exceed sixteen (16) quarter hours of undergraduate instruction or its equivalent in graduate or combined graduate and undergraduate instruction. Three hours of graduate instruction is equivalent in load to five hours of undergraduate instruction.

Credit Union

University employees maintain a credit union with offices in Rawl Annex No. 1. It is organized under the regulations stipulated by the State of North Carolina. Membership is open to all full-time employees.

Faculty members are encouraged to save with and borrow from the Credit Union. Savings accounts, for the past few years, have yielded 6 percent semiannually. Insurance arrangements permit members to acquire, based on savings, up to $2,000 in life insurance at no cost to the member. Borrowers may negotiate low interest rate signature loans to $400, and secured loans to $5,000.

East Carolina Union

The East Carolina Union, located on the first two floors of Wright Annex, is the social, cultural, recreational, and service center of the campus and is designed to serve the entire University family — students, faculty, and staff — insofar as it is practical. Along with other specific services, the Union is used as the "reception hall" of the campus, frequented not only by students, but also by guests, faculty and staff, and numerous groups on campus for special events.

Faculty and staff should understand the limitation necessary on allowing children to use the Union facilities unless accompanied by their parents.

HOURS: East Carolina Union

Monday through Thursday	8:30 a.m.-11:00 p.m.
Friday	8:30 a.m.-12:00 midnight
Saturday	10:00 a.m.-12:00 midnight
Sunday	1:00 p.m.-11:00 p.m.

Campus Directory

The East Carolina Union coordinates the compilation and the printing of the campus directory of faculty, staff, and students. Each faculty member is requested to fill out a card and return it to his departmental chairman at the first departmental meeting following the opening faculty meeting in the fall. A printed directory is available to each faculty member later in the fall.

Grants and Foundations

The Office of Sponsored Programs is the central agency at the University charged with the responsibility of coordinating the development, submission, and administration of grants and contracts. Faculty members seeking sources of funds for research, demonstration, and training programs should contact the Director of Sponsored Programs for information and assistance. The office maintains up-to-date guidelines on federal programs, serves as liaison between the University and federal agencies, and also collects reports and other publications related to programs supported by private foundations.

All proposals must be submitted through the Office of Sponsored Programs. The Director approves all budgets and secures University approval for the submission, including official signatures. Completed proposals should be delivered to the Office of Sponsored Programs at least 10 work days before the deadline set by the sponsoring agency.

The East Carolina University Research Council accepts grant proposals from faculty members for matching grants, for research projects requiring modest financing, and for publication costs.

Grant proposals should be submitted to the Dean of the Graduate School, who is Chairman of the Research Council, in six copies at least one week before Council meetings. The Council meets two or three times yearly and announces its meeting times in the minutes of its previous meetings. No specific format is required for proposals, but they should include a succinct description of the research project, its significance, and a budget.

Additional information can be obtained from the Graduate School office.

Policy Statement Relative to the Protection of Rights of Human Beings as Research Subjects

I. Research involving human subjects supported by DHEW or other federal or private agencies

The following procedures shall be followed for all research supported by DHEW or other federal or private agencies in which humans are subjects:

1. Research shall be based on established scientific principles.
2. Research shall be supervised by qualified persons.
3. The planning of the research shall include careful assessment of possible risks to the health, safety, privacy and well-being of the subjects.
4. The research shall have an objective whose expected benefits must justify any forseeable risks to subjects.
5. The general nature and requirements of the research and foreseeable risks, if any, shall be explained to the subject before the research is conducted.
6. The research shall be undertaken only after free and informed consent has been given by the subject, or his legal guardian.
7. The subject may withdraw from the research at any time without prejudice.
8. The research shall be undertaken only when the facilities and professional attention necessary for the subject's safety are available.

Any investigator seeking a new, continuation, or renewal research-training grant in support of research and investigation involving human beings must submit a draft of his proposal to the Director of Sponsored Programs at least 15 days prior to the deadline for receipt of application by the Public Health Service or other prospective grantor. The Director of Sponsored Programs, who is a member of the University Policy and Review Committee on Human Re-

search, will present the proposal to the Committee for its review and secure the necessary statement of assurance to accompany the proposal.

II. Research involving human subjects not sponsored by Public Health Service or other federal or private agencies

The chief administrator (dean, chairman, director) of each academic unit of the University shall be responsible for sponsored or non-sponsored research conducted by his faculty and students. Administrators may refer to the Committee questionable proposals to conduct non-sponsored research that involves human subjects. The following procedures shall be applicable to all non-sponsored research using human subjects:

1. Research shall be based on established scientific principles.
2. Research shall be supervised by qualified persons.
3. The planning of the research shall include careful assessment of possible risks to the health, safety, privacy, and well-being of the subjects.
4. The research shall have an objective whose expected benefits must justify any forseeable risks to subjects.
5. The general nature and requirments of the research and foreseeable risks, if any, shall be explained to the subjects before the research is conducted.
6. When forseeable, non-trivial risks to the subjects are involved, the research shall be undertaken only after informed consent has been given by the subject. Informed consent will not be required when the research involves no known risks to the subject.
7. The subject may withdraw from the research at any time without prejudice.
8. When foreseeable, non-trivial risks are involved, the research shall be undertaken only when the facilities and professional attention necessary for the safety of the subject are available.

III. All research conducted by graduate students

Research conducted by graduate students related to the satisfaction of requirements for an advanced degree shall be under the supervision of graduate faculty. The Dean of the Graduate School is responsible for reviewing all theses or proposed graduate student research related to the fulfillment of degree requirements to insure the protection of the rights of human beings as research subjects. The Dean may refer questionable proposals to the full committee for review.

Compliance with these policies rests with the appropriate deans, departmental chairmen, and/or agency directors. The above are the University criteria guidelines issued in the Chancellor's policy memorandum of May 22, 1970.

The Internal Processing Form for Review of Research Involving Human Subjects (Form UPRCHR-1:72) should be utilized whenever possible. In addition, an appropriate Special Assurance Statement from the institution, properly certified, is required for applications to the DHEW for human research (see DHEW Publication No. (HIH) 72-102, dated 12/01/71). Please contact the Director of Sponsored Programs or the Chairman of the University Policy and Review Committee on Human Research, for clarification of specific policies and procedures, preferably at least 30 days before any deadline.

Housing

The Office of the Director of Housing maintains a partial listing of available rental housing for married couples and families. New persons coming to the University may find some assistance possible by studying this list. Particularly is this true for persons here for summer session employment.

Infirmary

The present staff at the Infirmary is not sufficiently large to offer service to faculty members.

Instructional Media

Audio-visual services are provided essentially on a departmental basis. Faculty members are advised to consult with their chairman or dean regarding the use of these materials. In addition, faculty members are urged to contact the Director of Instructional Media, Extension 6241, for movie, overhead, opaque, and slide projectors and other audio-visual equipment.

Closed-circuit television offers its facilities to schools and departments as a means to transmit courses; five courses are currently offered via television. Students may view broadcasts in any of fifteen classrooms across campus. The broadcasting facilities, located in Joyner Library, are also available to faculty for experimentation in the improvement of methods of instruction.

Also available for assignment during an academic quarter is the Student Response System, located in Room D-102, Brewster (Social Sciences) Building. This is an electronic communications system that individualizes large-group instruction, with a seating capacity of up to 60 students.

Laundry

The University Laundry is available for use by the faculty and staff. Laundry bills are charged to the account of the individual and payment is required at the end of each month.

Lost and Found Articles

Found articles should be turned in to the East Carolina Union with any possible information that may help to identify the owners. Notice should be given this same office in regard to lost articles. Faculty members are asked to consult with the Associate Dean of Student Affairs for Men or for Women, as the case may be, in situations in which the possibility of theft is present.

News Bureau

The News Bureau is the news distributing agency of the University. Its aims are to inform the public of events on the campus; to present facts dealing with the educational

program at the University; to interpret these facts and to show their educational significance; and, in general, to present the University and its educational policies and activities in the most factual light possible, and therefore favorably.

So that these aims may be accomplished successfully, the co-operation of both faculty members and students is essential. Those who know of interesting events or worth-while activities on the campus *should immediately communicate* either directly with the News Bureau, or with the person appointed in their school or department to supply the News Bureau with information. Faculty members who are advisers to student organizations may be most helpful in encouraging student reports to keep the News Bureau informed as to programs, projects, and other activities.

Speeches made by faculty members (except to organizations in Greenville, which cover their own news), visits to schools, attendance at meetings, and participation in programs, appointments to office, articles, honors received (especially those of a professional nature), and other materials make good copy. By reporting such news, faculty members perform a real service to the University.

The News Bureau is located in Erwin Hall.

Post Office and Campus Mail Service

United States mail is handled by the main U. S. Post Office and the East Carolina University Station Post Office located on East 10th Street. Each department, school, or college has a box from which mail is delivered by the Campus Mail Service. Faculty members may receive their mail with that of their respective department, school, or college. Faculty members who desire individual boxes may apply for them at the post office.

Intra-campus mail is handled by the Campus Mail Service, located in the Cafeteria Building. Each department, college or school has a box at this post office to which intra-campus mail is delivered, and faculty members may receive their individual intra-campus mail in the box of their respective department or school. Intra-campus mail is free of postage. All mail not placed in an envelope must be folded to the approximate size of an envelope. This

mail should be clearly marked with individual's name and department only. *Do not use the building name* as all boxes are set up by department only.

Publications Available to Faculty

A number of University publications are available to the faculty.

Each faculty member should have a copy of the current *Undergraduate Catalogue,* which is distributed in September by the Office of the Provost. He should familiarize himself thoroughly with the policies and offerings of the University and his own department.

The *Graduate School Bulletin* may be obtained from the Office of the Graduate School; the *Summer Session Bulletin,* from the Office of the Provost.

The *Fountainhead,* semi-weekly student newspaper, is available without charge to faculty, staff, and students.

The Rebel, student magazine, is distributed once a quarter to members of the faculty who are interested in reading creative work published by students.

The *Buccaneer,* student yearbook, may be purchased by faculty through the Buccaneer Office.

At the beginning of each year the Student Government Association issues the *Handbook* which contains information useful to both students and faculty. A copy is included in the package of materials presented to each faculty member on the first day of the fall quarter in his departmental meeting.

The *East Carolina University Student, Faculty and Staff Directory* is sent to all faculty and staff soon after the beginning of the fall quarter. It contains names of administrative personnel and faculty members, office and home addresses, and telephone numbers, as well as an up-to-date listing of students.

Remission of Tuition Fees for Faculty

Tuition fees are remitted for faculty members who wish to take courses at East Carolina University subject to

course requirements. Make inquiries of the Cashier's Office. The individual faculty member is responsible for presenting written evidence of his current status to the Cashier's Office when the permit to pay fees is submitted there for approval.

Students Supply Stores

The Students Supply Stores are owned and operated by the University for the purpose of rendering services to the students, faculty, and staff.

The Stores are charged with the responsibility of providing books, school supplies and other tools of the educational process. They act as an agent in ordering academic apparel for the faculty. In addition, the Stores operate snack bars and vending machines at various locations on the campus.

Any profits derived from the Stores' operations are used for the benefit of the students, with a minimum of 75 percent of distributed profits going into scholarships that are awarded by the Faculty Scholarship Committee.

Summer Session

The summer session of two terms is equivalent in all respects to a single quarter in the college year. Credits completed in the summer quarter count toward graduation. For details, see the *Summer Session Bulletin* which is printed in March of each year.

No faculty member can be guaranteed a teaching assignment in the summer session, and no faculty member will be assigned to more than one summer session term (1) until all of his colleagues have had an opportunity to teach one term or (2) in case of curriculum necessity. This rule need not apply in the case of self-supporting workshops or clinics where faculty salary depends upon special tuition.

Swimming

Provisions are made for recreational swimming for faculty and members of their families. The hours are announced each quarter.

Telephone Service

The University switchboard is open each school day from 8:00 a.m. until 5:00 p.m. primarily for information and for reporting interruptions in service. The University uses the Centrex System.

It is necessary that long distance telephone calls at University expense be confined to instances of absolute necessity. By proper planning, necessary business can almost always be handled by a letter rather than by long distance telephone. A record of all long distance calls should be made to check against later budget charges. Because of complications in budget procedure, it is not permissible to have personal calls charged to a University telephone and then reimburse the University for the cost. If it should be necessary to place a personal long distance call from a University telephone, the call should be made collect, charged to the individual's home phone, or to a credit card. If these methods of charging are not possible, the call should be made from a non-University phone.

University Marshals

Sixteen young ladies of the University are elected during general campus elections to serve as University marshals for campus fine arts events and campus assemblies.

If a faculty or staff member desires the services of the University marshals, he should make the request to the Counselor in Cotten Hall ten days* in advance of the date needed and give the following information:

Number of marshals wanted _____ Requested by _____

Event _____

Date _____ Place _____

Time for Marshals to be there _____

Dress desired (formal dresses, suits, street dresses) _____

_____

*Ten days' advance notice is needed so that the assignment may be relayed to the chief marshal and on to the marshals, who would be given a week's notice of assignment.

PART V

Student Personnel Program

ADMISSION

Anyone desiring to attend classes on the campus of the University, regardless of status, *must* file an application for admission with the appropriate undergraduate or graduate admissions office. Unless otherwise specified, admissions to all curricula are under the jurisdiction of the Dean of Admissions, from whose office application forms may be secured. The completed forms, with required evidence of eligibility, should be submitted to the Admissions Office as soon as possible, but at least three weeks before the beginning of the quarter in which the applicant desires to enroll. Students who are seeking college credit but who are not working toward a degree must meet all admission requirements.

Summer Session Admission

Students who have been out of school for at least one quarter and who wish to enroll for the summer session should apply for admission at least a week prior to registration for the term in which they wish to enroll.

Students who are regularly enrolled at another institution but who desire to obtain credit at East Carolina University during the summer may enroll provided they are eligible to continue in the college last attended. However, a formal application must be filed within the time limit stated above.

ACADEMIC AND NON-ACADEMIC SERVICES

Alumni Association

Membership in the East Carolina University Alumni Association is open to those persons who have completed as much as one quarter of instruction in this University. Active members are those persons who have contributed to the Alumni Loyalty Fund for the year. All officers and

faculty members of East Carolina University are honorary members of the Alumni Association and are invited to attend all public meetings and luncheon or dinner meetings of the Alumni Association, and may become active members by contributing to the Alumni Loyalty Fund for the year.

Faculty members are urged to inspire students to think of University tradition and loyalty, and to encourage them to assume responsibility to the University through membership in the Alumni Association.

Objectives of the Alumni Association are threefold: (1) to keep alumni informed about University activities, (2) to encourage alumni to represent the University in their respective communities, and (3) to encourage alumni to make an annual contribution to the Loyalty Fund.

Auditing

Persons wishing to attend University classes without earning credit must make formal application prior to Registration Day, and approval of the instructor, the appropriate department chairman or school dean, and the Dean of Admissions must be obtained. Auditors are not required to take entrance examinations, nor are transcripts required. Auditing a course consists of attendance at classes and listening but taking no part in the class. An auditor may not enroll in a course in which materials are used (art classes, laboratories, etc.). An auditor is not responsible for any assignments nor is he allowed to take any tests or examinations. No credit may be earned in an audited course by examination or otherwise. Under no circumstances will a grade be assigned, evaluations made, or performance reports be issued on a student auditing a course. A course that has been audited may not be taken later for credit. The request for the privilege of auditing a course, or part of a course, should be made to the Dean of Admissions and should be for a specified quarter or summer session term. All such requests shall be referred to the instructor concerned, with the approval of the appropriate department chairman or school dean. The applicant shall then complete the prescribed procedure for enrollment through the Registrar's Office before attendance in classes is permitted. Also, an audit fee for each course

shall be paid to the Cashier's Office prior to attendance in class. However, tuition fees are remitted for faculty members who wish to audit courses at East Carolina University. Written evidence of current status must be submitted to the Cashier's Office when the permit to pay fees is submitted there for approval.

Career Planning and Placement Service

The Career Planning and Placement Service office is located in the Alumni Building. Services are available to all graduates of East Carolina University and to graduates of other institutions who have completed at least fifteen quarter hours of work at East Carolina University.

When registration is completed, the service is in a position to send prospective employers a set of credentials, including a personal history record with photograph, faculty recommendations, and a student teaching report when applicable.

Faculty members receiving outside requests for recommendations may refer them to the service, whereupon a complete set of credentials may be sent.

Registration with the service is optional; however, faculty members are urged to encourage their advisees to register. In addition to transmitting records, the service arranges interviews for students with the many recruiters who come on campus and recommends students for positions made known by mail and telephone.

All written, personal, or telephone requests received on campus from prospective employers regarding full-time vacancies should be referred to the service for attention.

All interviews on campus between students and prospective employers are arranged by the Director of Career Planning and Placement Service. Interview rooms are available for recruiters but must be scheduled in advance through the service.

Counseling Center

The purpose of the Counseling Center is to assist students to make the most of their opportunities for academic and personal development while at the University. Services in the areas of vocational, academic, educational, and

personal counseling are provided. In addition, the staff of the Counseling Center provides both classroom and individual programs for students who wish to improve their study skills and/or reading skills. All full-time or part-time students are eligible for any or all of the counseling services without charge.

Faculty members may refer students directly to the Counseling Center or may wish to discuss an individual student with one of the staff members. Arrangements for appointments or conferences can be made by telephoning 758-6661 or calling at the Center, which is located in Wright Building, Room 207.

The Counseling Center is approved by the Veterans Administration. Veterans and eligible veterans' dependents who wish to continue or pursue their education under the G.I. Bill may receive counseling at the Counseling Center.

The Counseling Center, in cooperation with various agencies and professional persons, offers counseling services on a fee basis to individuals not enrolled in East Carolina University who are referred to the Center for counseling and/or testing. The counseling offered is primarily educational and vocational and not therapeutic in the sense of resolving emotional problems through psychotherapy.

Medical Attention

The Director of Student Health Services maintains an office in the Infirmary. He is assisted by the University Physician and two associate physicians. A consulting psychiatrist has regular hours on two days weekly. Laboratory services are supplied by one full-time and one part-time ASCP registered technician with student assistants. The Infirmary staff maintains an effective association with private physicians within the community who provide consultation in most all of the medical specialties. Physician supervision at Infirmary clinics includes scheduled hours as follows:

Monday-Friday	7:30 a.m.-5:00 p.m.
Saturday	9:00 a.m.-11:00 a.m.
	5:00 p.m.-6:00 p.m.
Sunday	9:00 a.m.-11:00 a.m.

The services of staff physicians and the consulting psychiatrist are available for emergencies at all times. A complement of graduate nurses provides coverage on a twenty-four hour basis.

Every student is required to present a certificate of physical examination prior to admission. Tetanus toxoid immunization is required within five years of admission. Chest x-ray within six (6) months of admission is required for positive tuberculin skin test reactors.

The Infirmary supplies many common drugs without charge to the student, and such services as the staff may render are without charge. Additional services (consultations, special nurses, operations, special drugs) recommended by the attending physician and approved by the student's parents or guardian must be paid for by the student.

Radio

The campus radio station WECU is a carrier current AM station which serves the students through residence hall reception. It operates on 570 kilocycles on the standard broadcast band.

Religious Activities

As a tax-supported institution, East Carolina University neither promotes nor recommends a specific religious program. The University does, however, recognize religion as a part of our cultural heritage. Also, with some thirty religious groups represented in the student body and faculty, about half of which carry on organized programs, the University encourages the participation of its students and faculty members in the activities of their faith.

The groups which carry on regular activities either on campus or in their own student centers off campus are as follows:

Bahai Fireside, Campus
Baptist Student Union, 511 East Tenth Street
Bible Study Fellowship (Nondenominational), Campus
Canterbury Club (Episcopal), 401 East Fourth Street
Christian Science, Fourth and Meade Streets

Church of Jesus Christ of the Latter-Day Saints (Mormon) Campus
Fellowship of Christian Athletes, Campus
Hebrew Youth Fellowship, Campus
King Youth Fellowship (Pentecostal Holiness), Campus
Lutheran Student Association, 1800 South Elm Street
Newman Club (Catholic), Campus
Student Religious Liberals (Unitarian-Universalist), Campus
Wesley Foundation (Methodist), 501 East Fifth Street
Westminster Fellowship (Presbyterian), 401 East Ninth Street

Group meetings on campus are scheduled by the Director of Religious Activities.

Reading Laboratory

The purpose of the Reading Laboratory and Clinic is two-fold. First, it serves as a Summer Session Training Clinic for teachers to use diagnostic and remedial reading tools in teaching dyslexics and dysphasiacs to improve their reading and language skills on a paired teacher-student basis. Special reading cases from the region served by the University as well as from out of state are admitted for such tutorial aid in the same numbers as the number of teachers registering for such clinical experience. Education 312Ga,b,c is the catalogue registration number for both graduate and undergraduate credit of 9 quarter hours.

Furthermore, the Reading Laboratory not only serves as a base for continued practical experimentation in improving reading instruction for teachers but is also designed to aid freshman and other undergraduates whose SAT scores have indicated individual difficulties in vocabulary power, comprehension, speed, and functional reading skills. Listed as Remedial Reading 092, one-hour classes meet each Tuesday and Thursday at either 2 or 3 p.m. as designated in the Speight (Education-Psychology) Building. Freshmen whose SAT scores fall in the lower decile ranges are expected, with the guidance of their advisers, to register and compete such work when so informed by letter.

Speech and Hearing Clinic

The function of the University Speech and Hearing Clinic is twofold. First, it is a training facility for students who are preparing to become speech pathologists and audiologists. To accomplish this function, limited outpatient services in the form of diagnosis, therapy, and consultations are scheduled throughout the regular school year. Speech therapy may be offered. A Summer Speech and Hearing Clinic is held where an intensive program of therapy for the various problems of speech is given for children and adults.

Second, the Speech Clinic is also a service facility for the University students. Students with speech and/or hearing problems are provided consultation and therapy. All speech Clinic services are rendered without charge to University students.

Student Financial Aid

Students in need of financial assistance should be referred to the Financial Aid Officer in the office of the Dean of Student Affairs.

Financial Aid Office
Room 204, Whichard Building
East Carolina University
Greenville, North Carolina 27834
Telephone: 758-6610

Assistance is available in the form of scholarships, loans, grants, and jobs for those who qualify.

Student employment, loan, scholarship, and fellowship programs are described in detail in the *Undergraduate Catalogue* and *Graduate School Bulletin.*

Student Organizations

It is the policy of the University to encourage organizations that have for their purpose the building of character, personality, and scholarship. A list of the various organizations may be found in the current issue of the *Undergraduate Catalogue.* Faculty members desirous of sponsoring new organizations or assuming the sponsorship of current established organizations are advised to consult with the Dean of Student Affairs.

STUDENT DISCIPLINE

Student Conduct, General

All faculty members should feel a sense of responsibility to report any type of behavior, wherever it may occur, which may reflect upon the general moral tone of the University community life. Whenever possible, names of the students involved and a descriptive account of the behavior in question should be reported. Typical examples of such behavior might be gambling, obscenity and vulgarity, and excessive drinking. Such reports should be made to the Associate Dean of Student Affairs (for Men or for Women, as appropriate).

Appropriate disciplinary action will be taken against any student who participates in any illegal activity which results in the disruption of any normal function of the University. This includes both curricular and extracurricular functions.

Student Conduct in Class

At times it may seem appropriate for an instructor to refer problems of personal conduct in his classes to other agencies for assistance. Such conduct, for example, as cheating, stealing, and unusual boisterousness may be referred to the Associate Dean of Student Affairs (for Men or for Women, as appropriate) for study and action.

Student Government Association

The Student Government Association provides the comprehensive organizational framework within which most of the other student organizations are situated. Frequently it is helpful for faculty members to know the duties, functions, and objectives of certain clubs on the campus. Much of this data may be obtained by studying the student handbook. Questions pertaining to student organizations should be addressed to the Dean of Student Affairs.

Appendix A

CONSTITUTION OF THE FACULTY SENATE, EAST CAROLINA UNIVERSITY

I. *Purpose*

The purpose of the faculty organization shall be to provide the means by which the faculty is enabled to fulfill its function with respect to academic and educational policies and other affairs of East Carolina University. The faculty organization shall be comprised of the General Faculty and the Faculty Senate. The General Faculty shall be the general electorate, and the Faculty Senate shall be a legislative and advisory body representing the General Faculty and shall consist of elected and *ex-officio* members. The functions, duties, and privileges of these two bodies, stipulated in the following document, shall be exercised under the authority of the Chancellor of East Carolina University.

II. *Organization of the General Faculty*

The General Faculty shall consist of all regular members of the teaching or research staff who hold the rank of full-time instructor or above, all staff personnel who hold ranks equivalent to those of the teaching staff, and general administrative officers of East Carolina University and their assistants in policy making positions.

The General Faculty shall have as its presiding officer the Vice-Chancellor and Dean of East Carolina University, who shall be responsible for calling its meetings and for keeping a record of its proceedings. In the absence of the Vice-Chancellor and Dean, the Chairman of the Faculty shall preside. The presence of a majority of the members shall constitute a quorum, except in special cases provided for in this constitution. Each member of the General Faculty shall have one vote. A vote by voice

will be the regular method of voting on any motion that does not require more than a majority vote for its adoption. Upon the request of ten percent of those present, a secret ballot will be in order.

III. *Functions of the General Faculty*

The General Faculty shall be empowered to perform the following functions: Consider reports from and make recommendations to the Chancellor, the Vice-Chancellor and Dean, and the Faculty Senate; discuss any matter relating to the welfare of East Carolina University or of the members thereof; amend or rescind the articles establishing the Faculty Senate as provided for in this constitution; amend or rescind the action of the Faculty Senate as provided for in this constitution.

IV. *Meetings of the General Faculty*

The General Faculty shall meet at the pleasure of the Chancellor, the Vice-Chancellor and Dean, or the Faculty Senate of East Carolina University, or upon petition to the Vice-Chancellor and Dean by at least fifteen per cent of the General Faculty.

V. *Organization of the Faculty Senate*

All faculty members of East Carolina University are eligible to vote for representatives to or serve in the Faculty Senate who have the rank of instructor or above and who are tenured or are under yearly contracts with East Carolina University as full-time faculty members. The membership of the Faculty Senate shall consist of elected representatives and of *ex-officio* members.

The number of elected Faculty Senators shall not exceed 52 nor be less than 44. Prior to the elections in the spring of each academic year, the ratio of faculty members to elected Faculty Senators will be determined by the Chairman, Vice-Chairman, and the Secretary. Each electoral unit represented will then be informed as to the number of elected Fac-

ulty Senators to which that electoral unit is entitled. Electoral units for the purposes of this constitution shall be the various schools (including the Division of Continuing Education, the Division of Library Services, and the Counseling Center) and the departments of the College of Arts and Sciences. In the event that an electoral unit must reduce its existing number of Faculty Senators, it shall do so by following democratic procedures.

Each department of the College of Arts and Sciences shall have at least one elected Faculty Senator, and will elect its Faculty Senator as an electoral unit. All schools (including the Division of Continuing Education, Division of Library Services, and the Counseling Center) will have at least one elected Faculty Senator. Each school may choose to elect its Senators from the school as a whole or in the alternate manner described as follows. Each department within the school shall be allowed to nominate the number (less the number whose terms are not expired) to which they would be entitled if they were considered as separate electoral units. The persons nominated by each department shall be placed on a ballot for the election of the number allotted to the electoral unit by the faculty of the electoral unit.

The count of faculty members for the purpose of apportionment shall include those members who are absent from the campus because of illness or leave of absence, unless replaced by a full-time instructor or above under annual contract.

The *ex-officio* members of the Faculty Senate shall include the following representatives of the East Carolina University administration: Chancellor, the Vice-Chancellor and Dean, Provost, Vice-Chancellor for Health Affairs, and one additional member elected by the Administrative Council in a manner determined by the Council.

The elected representatives of East Carolina University to the Faculty Assembly of the University of North Carolina who are not members of the Faculty Senate shall be *ex-officio* members without vote.

VI. *Method of Election of the Faculty Senate*

The Secretary of the Faculty shall request that each electoral unit proceed to elect its representatives. Elections shall be held in April of each year with members-elect to take office on the day following the last regular meeting of the Faculty Senate in the spring quarter.

To obtain nominations, each school or department shall develop a ballot that lists every eligible member of that school or department. Each member of the faculty shall vote by secret ballot for twice as many nominees as that faculty member's school or department is entitled to elect. That group of nominees equal to twice the number of representatives to be elected that receives the largest number of votes shall then be placed on a separate ballot for the election of representatives. An alternate method of nominating Senators by the schools is found in Section V.

To elect representatives each faculty member shall then vote by secret ballot for the number or representatives allotted that electoral unit. Votes shall be counted in accordance with procedures agreed upon by the electoral unit.

The administrative officer of each electoral unit shall report the results of the election to the Secretary of the Faculty.

Each Senator shall serve a two-year term. A member may be elected to succeed himself twice. After a lapse of one year following the expiration of this third term he will again be eligible for election. The seat of an elected Senator who fails to attend more than three consecutively held meetings of the Faculty Senate shall be declared vacated by the Chairman of the Faculty.

Each electoral unit concerned shall hold special elections to fill unexpired or vacated terms.

The Senate may establish and promulgate procedures for selecting alternates for elected and *ex-officio* members.

The administrative office of each electoral unit so affected shall certify to the Secretary of the Faculty the credentials of individuals thus elected.

VII. *Officers of the Faculty Senate*

The officers of the Faculty Senate shall consist of the following: The Chairman of the Faculty, the Vice-Chairman of the Faculty, the Secretary of the Faculty. Other offices may be established as they become advisable or necessary.

All officers shall be elected members of the Faculty Senate and shall be elected by a majority vote of the elected members of the Faculty Senate present.

The term of officers of the Faculty Senate shall be one year with the privilege of re-election.

The Parliamentarian of the Faculty shall be appointed annually before the first regular meeting of the Faculty Senate by the Chairman of the Faculty. The Parliamentarian need not be a member of the Faculty Senate.

At the first regular meeting of the spring quarter the elected members of the Faculty Senate shall nominate and elect a nominating committee to consist of five members. The nominating committee shall be elected from the ranks of elected members of the Faculty Senate by a majority of those present and voting. Voting for members of the nominating committee shall be by written, secret ballot.

The nominating committee elected by the Faculty Senate shall submit to the Secretary of the Faculty a slate of candidates for each office of the Faculty Senate at an organizational meeting to be held on the day following the last regular meeting of the spring quarter. This slate of candidates shall be drawn from the elected membership of the incoming Faculty Senate.

Further nominations, from the ranks of the elected membership and by the elected members, will be accepted from the floor. Officers will be elected by a majority of those present and voting. They shall assume their duties on the day following the last

regular meeting of the Faculty Senate in the spring quarter.

If the office of the Chairman of the Faculty shall become vacant, the position shall be assumed by the Vice-Chairman of the Faculty. If other offices shall become vacant, they shall be filled by a special election conducted by the Faculty Senate.

Voting for all officers shall be by written, secret ballot.

VIII. *Duties of the Officers of the Faculty Senate*

The Chairman of the Faculty shall preside at all meetings. He is empowered to call special meetings as hereinafter provided. The Chairman is an *ex-officio* member of all University academic committees and standing committees of the Senate. He shall appoint persons to fill unexpired terms of committees where applicable.

The Vice-Chairman of the Faculty shall perform all of the duties of the Chairman in the absence or incapacity of the Chairman. The Vice-Chairman of the Faculty shall succeed to the office of Chairman of the Faculty in the event that office should become vacant during the term of the incumbent. The Chairman may delegate to the Vice-Chairman his seat on any of the University Academic Committees and Standing Committees of the Senate.

The Secretary of the Faculty shall keep accurate minutes of all regular and special meetings, distribute copies of the minutes to all members of the General Faculty, conduct necessary correspondence, keep an accurate list of membership of the Faculty Senate, keep an accurate record of attendance, inform the Chairman of the Faculty when a seat becomes vacant, and perform such other appropriate duties as directed by the Faculty Senate.

The Parliamentarian of the Faculty shall advise on all parliamentary matters according to the latest edition of *Robert's Rules of Order* and the constitution and by-laws of the Faculty Senate.

IX. *Meetings of the Faculty Senate*

Three regular meetings of the Faculty Senate will be held each fall, winter, and spring quarter according to a schedule prepared the preceding year by the Agenda Committee and presented to the Faculty Senate for approval at the first meeting of the spring quarter.

The organizational meeting of the Faculty Senate shall be held on the day following the last regular meeting of the spring quarter.

Upon written petition of fifteen members of the Faculty Senate the Chairman shall call a special session of the Faculty Senate within four days. In an exceptional situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would occasion undue delay, the Chairman of the Faculty shall be empowered to call a special session of the Faculty Senate. A notice stating the purpose of the special session shall be distributed to the members of the Faculty Senate and the General Faculty twenty-four hours prior to the meeting.

Meetings of the Faculty Senate shall be open to all members of the General Faculty. The General Faculty shall be informed of the time, place, and agenda of all regular and special meetings.

X. *Functions of the Faculty Senate*

The Faculty Senate may, at its own discretion, seek the advice and counsel of any member of the General Faculty.

In exercising its function the Faculty Senate shall establish whatever procedures that are necessary.

The Faculty Senate shall be authorized to set up such committees as are necessary for the performance of its duties.

The legislative powers of the General Faculty are delegated to the Faculty Senate and the Faculty Senate shall have the powers of the General Faculty, subject to the limitations stated in this constitution, in formulating the policies of East Carolina University.

The Faculty Senate shall ratify, amend, or remand all matters of academic policy or faculty welfare which have been recommended by any standing or special committee of East Carolina University, or initiate any policies in such matters which it deems desirable.

XI. *Agenda of the Faculty Senate*

The Faculty Senate shall be free to establish its own agenda, provided that all matters of academic policy brought before the Agenda Committee by the General Faculty, any Senator, any standing or special committee shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Senate after receipt of the recommendation.

There shall be an Agenda Committee which shall consist of the Chairman of the Faculty, Vice-Chairman of the Faculty, Secretary of the Faculty, the Vice-Chancellor and Dean of East Carolina University, and five additional senators from the elected members of the Faculty Senate. These five members shall be nominated from the floor of the Faculty Senate by elected members and shall be elected for a one-year term by elected members of the Faculty Senate at its organizational meeting each year. The Parliamentarian of the Faculty shall serve as a member without vote.

The Chairman and Secretary of the Agenda Committee shall be chosen by the members of the Committee from among its elected members.

The Agenda Committee shall collect all recommendations of academic policy from academic committees, standing and special committees of the Faculty Senate. The order of the agenda shall be prepared by the Committee for all regular and special meetings of the faculty Senate.

Matters to be brought before the Faculty Senate shall ordinarily be considered in the order set forth by the Agenda Committee. Matters for consideration may be taken out of order and/or new matters considered in any order upon a two-thirds vote of

Faculty Senators present and voting at any meeting of the Faculty Senate.

The Agenda Committee shall conduct its meetings so that the agenda, the reports of the various committees, and other matters to be considered by the Faculty Senate shall be distributed in writing to all members of the General Faculty at least one week in advance of meetings of the Faculty Senate.

XII. *Order of Business for the Faculty Senate*

The following order of business shall be observed in meetings of the Faculty Senate unless Senators vote to change the procedures as provided in this constitution: (1) call to order, (2) approval of the minutes, (3) special order of the day, (4) unfinished business, (5) reports of committees, (6) other new business, (7) adjournment.

Each elected member of the Faculty Senate shall have one vote. The *ex-officio* members shall have one vote each. Voting by the Faculty Senate shall ordinarily be by voice vote. All matters shall be decided by a majority vote of those Senators present and voting except as stated in this constitution.

A quorum shall consist of three-fifths of the elected faculty members of the Faculty Senate.

XIII. *Limitations Upon Functions of the Faculty Senate*

The General Faculty shall be empowered to amend or rescind any act of the Faculty Senate, provided that a majority of the total membership of the General Faculty at a regular or special meeting at which a quorum of at least two-thirds of the General Faculty shall be present and voting, so votes.

Acts or decisions of the Faculty Senate shall be considered approved unless vetoed within thirty days of the action by the Chancellor of East Carolina University by written notice to the Chairman of the Faculty or unless he notifies the Chairman of the Faculty in writing that he has forwarded the proposal to the Board of Trustees or to the Board of Governors.

XIV. *Amendments to the Constitution of the Faculty Senate*

All proposed amendments to the Constitution of the Faculty Senate shall be presented first at a regular meeting of the Faculty Senate for discussion, amendment or substitution. At the next regular meeting of the Faculty Senate the amendment will be voted upon for submission to the General Faculty for approval.

An amendment to the constitution of the Faculty Senate shall be effected only by action of the General Faculty.

As the creating body, the General Faculty shall be empowered to amend or abolish these articles establishing the Faculty Senate. Any amendment to these articles or any action abolishing them shall require a majority of the total membership of the General Faculty, at a regular or special meeting at which a quorum of at least two-thirds of the General Faculty shall be present and voting.

XV. *Adoption and Changing of By-Laws*

The Faculty Senate shall establish whatever by-laws that are necessary. The initial adoption of by-laws, as well as amendments to existing by-laws, the deletion of existing by-laws, and the adoption of other by-laws, shall require a vote of two-thirds of those elected senators present and voting at a regular or properly called meeting at which a quorum is present. Previous notice must be given at the preceding meeting of the Faculty Senate of the intended change of the Faculty Senate by-laws.

By-Laws

East Carolina University Faculty Senate

I. *Attendance, Seating, and Participation*

1. To facilitate the efficient flow of business, senators shall be seated as follows:

a. *Ex-officio* members shall be assigned seats on the first row.

b. Elected members shall be assigned seats in alphabetical order by schools and/or departments.

2. Only elected and *ex-officio* members may answer the roll call, vote, or occupy seats assigned to Senators.

3. Faculty members visiting the Senate shall seat themselves behind the seats assigned to Senate members.

4. Visitors may not participate in Senate discussions and business except by advance invitation of the Senate Agenda Committee or the Senate Chairman.

II. *Minutes of the Faculty Senate*

1. There shall be a Faculty Senate Committee on Minutes composed of the Chairman, Vice-Chairman, and Secretary of the Faculty.

2. Minutes shall become official on approval by the Faculty Senate Committee on Minutes. The official minutes shall be mailed to all faculty as soon as possible after a Senate meeting. Any corrections to the minutes by the Senate shall be made a part of the official minutes of the subsequent meeting.

3. Incorporation into the official minutes of verbatim remarks shall be allowed or disallowed at the discretion of the Chairman. The Chairman may request that these verbatim remarks be submitted in writing to the Secretary.

III. *Special Committees*

1. Special committees shall be established by the Senate at the discretion of the Chairman.

2. Members of special committees may be appointed by the Chairman, or the Chairman may ask the Senate to elect committee members.

3. The Chairman may appoint the chairmen of special committees or these chairmen may be elected by the committee members.

4. Non-Senate faculty members as well as senators may serve on special committees. At least one senator shall be on each committee.

IV. *Eligibility for Voting or for Serving in Faculty Senate*

All faculty members are eligible to vote for or serve in the Faculty Senate who have the rank of instructor or above and who are under yearly contracts with the University as full-time faculty members.

Standing Committees
East Carolina University Faculty Senate

1. Agenda Committee — see Constitution, Section XI, above.

2. Due Process Committee — see Appendix D, Provisions Regarding Tenure and Due Process, Section II, C.

3. Committee on Committees — 5 faculty members chosen by the Faculty Senate at its organizational meeting in the spring plus *ex officio*: Chairman of the Faculty Senate, immediate past chairman of Committee on Committees

Quorum: 3

The Committee on Committees acts as a nominating committee for such standing committees of the Faculty Senate as Career Education, Instructional Survey, and Faculty Governance, and for those members of academic committees chosen by the Faculty Senate from nominations presented to the Senate at its organizational meeting in the spring; studies and evaluates the functions of the foregoing standing committees and all academic committees and makes recommendations for changes in these functions as deemed necessary and desirable; recommends to the Senate the

creation of new committees and the elimination of old committees as deemed necessary and desirable; reports annually to the Senate.

4. Career Education Committee — 11 faculty members (1 each from the undergraduate professional schools, 3 from departments in the College of Arts and Sciences) and 2 student members plus *ex officio*: Coordinator of Career Education

   Quorum: 7

The Career Education Committee studies present vocational and career education curricula of East Carolina University, recommends that duplication of courses be corrected and that curricula be added as needed, studies statewide programs, determines the patterns of career education needed, recommends the procedures and changes necessary in career education programs, publicizes and promotes the career education programs of East Carolina University.

5. Instructional Survey Committee — 10 faculty members and 5 student members plus *ex officio*: Director of Computing Center, Dean of the College of Arts and Sciences, Dean of one undergraduate professional school

   Quorum: 8

The Instructional Survey Committee is charged with the responsibility of studying the methods and procedures for the identification of excellence in teaching, developing a program that assesses student and colleagial opinion, utilizing professional statistical procedures for analysis of data, assuring maximum confidentiality, cooperating with the Alumni Association and others in identifying recipients of teaching awards.

6. Faculty Governance Committee — 7 faculty members, elected to staggered terms of one year (2), two years (2), and three years (3) plus *ex officio*: Provost, Vice Chancellor for Health Affairs or their appointed representatives

   Quorum: 5

The Faculty Governance Committee advises the Faculty Senate on matters relating to the Constitution and By-laws; advises the Senate on matters relating to the *Faculty Manual*, where there is no conflict with the functions of the Committee on Committees; ensures that unit codes of operations continue to conform to the East Carolina University Code of Operations upon its adoption, all additions and deletions thereto to be submitted to the committee before submission to the Faculty Senate; calls for the required unit reevaluations specified by the East Carolina University Code of Operations; is alert to needed additions to and deletions from the Code of Operations and makes appropriate recommendations to the Faculty Senate; hears appeals by any faculty member concerning the Code of Operations within his unit.

Appendix B

CHARTER OF THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

I. *Objectives and Functions*

1. The Faculty Assembly of the University of North Carolina shall gather and exchange information on behalf of the faculties of the constituent institutions of The University of North Carolina.

2. The Assembly shall, through appropriate channels, advise the Board of Governors of The University of North Carolina, the General Assembly, and other governmental agencies and officers on matters of university-wide import.

3. The Assembly shall advise and communicate with the President of The University of North Carolina with regard to the interests of the faculties and other matters of university-wide import.

II. *Organization and Relationships*

1. Representation in the Assembly shall be apportioned among the constituent institutions of The University of North Carolina with regard to the number of full-time faculty and professional staff members in the service of each institution. Each institution having not more than 300 full-time faculty and professional staff members shall choose two delegates; each institution having from 301 to 600 full-time faculty and professional staff members shall choose three delegates; each institution having 601 to 900 full-time faculty and professional staff members shall choose four delegates; and each institution having more than 900 full-time faculty and professional staff members shall choose five delegates. At any time that the number of full-time faculty and professional staff members of an institution changes so as to entitle it to a larger or smaller number of delegates under the foregoing formula, the number of its delegates forthwith shall be changed accordingly. Every delegate to the Assembly shall be a full-time faculty

or professional staff member of the institution he seeks to represent. The manner of selection of delegates shall be determined by the faculties of the respective institutions consistent with their institutional practices. Terms and rotation of delegates shall be specified in the by-laws.

2. The Assembly shall have a chairman and such other officers, who shall be chosen in such manner and for such terms, as the Assembly may provide in its by-laws.

3. Each institutional delegation to the Assembly shall make available to the faculty of its institution the official minutes of the proceedings of the Assembly, together with the written report of the delegation.

III. *Operations*

1. The Assembly shall adopt its own by-laws.

2. The by-laws of the Assembly shall provide for regular, stated meetings of the Assembly, which shall be held at various locations.

3. Special meetings of the Assembly may be called by the President of the University of North Carolina, by the officers of the Assembly, or by members of the Assembly, in accordance with procedures to be established in the by-laws of the Assembly.

4. Records of the activities of the Assembly shall be kept and transmitted to the appropriate successor officers of the Assembly.

5. Released time shall be made available to the officers of the Assembly, subject to the approval of the President of The University of North Carolina.

6. The Assembly shall be provided by The University of North Carolina with necessary secretarial assistance and other related services and resources.

7. The members of the Assembly shall be reimbursed by The University of North Carolina for expenses incurred in attending meetings of the Assembly.

IV. *Ratification and Amendment of the Charter*

1. This Charter shall be transmitted to the constituent institutions of The University of North Carolina for ratification or rejection by the faculty of each institution in accordance with the processes of that institution. The Charter shall become effective upon its ratification by two-thirds of the constituent institutions of The University of North Carolina. The institutions whose faculties ratify the Charter shall become participating institutions and shall send delegations to the Assembly.

2. An amendment to this Charter may be introduced in the Assembly by any member of the Assembly; and if approved by a majority of the authorized membership of the Assembly, it shall be transmitted to the participating institutions of the Assembly for ratification by the faculty of each institution in accordance with the processes of that institution. An amendment shall become effective upon its ratification by two thirds of the participating institutions of the Assembly.

SELECTION AND ELECTION OF DELEGATES TO THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

1. The Committee on Committees shall send to each faculty member an announcement listing the requirements and duties of a delegate to the Faculty Assembly of the University of North Caroina. The announcement will invite the faculty to submit by a specified date to the Committee on Committees the names of persons whom they propose as candidates for nomination. After canvassing the candidates to ascertain their willingness to serve, the Committee on Committees will submit to the East Carolina University Faculty Senate a list of candidates. From this list the Faculty Senate will nominate and elect the delegates to the Faculty Assembly.

2. Delegates shall be full-time faculty with no released time which entitles them to an administrative title outside their department.

3. In addition to attending the meetings of the Faculty Assembly the delegates shall be members of the Faculty Senate without vote and members of the Faculty Senate Agenda Committee without vote.

4. The delegates shall be advised by the Faculty Senate.

5. The delegation shall make available to the faculty of East Carolina University the official minutes of the proceedings of the Faculty Assembly, together with the written report of the delegation.

6. Terms and rotation of the delegates shall be specified by the By-Laws of the Faculty Assembly.

Appendix C

PERSONNEL POLICY AND PROCEDURE FOR THE FACULTY OF EAST CAROLINA UNIVERSITY

I. *Selection and Appointment of New Faculty*

This section deals with the authority and responsibility for the selection and appointment of full-time, regular faculty members of East Carolina University holding the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Statements in this section do not apply to special faculty appointments, such as Visiting Professor, Lecturer, Instructional Assistant, and all short-term, part-time, or temporary appointments, which are governed by the terms of the individual contracts. Notices of appointments and contracts of employment are subject to regulations on academic freedom and academic tenure and due process contained in the East Carolina University *Faculty Manual.* (See Parts I and IV; also, Appendices D and H.)

A. *Determination of Number and Nature of Positions Needed*

The department chairman (or his equivalent) is responsible for recommending to the dean of his respective college or school the number and the nature of positions needed to carry on the functions of teaching and research within the department at a level commensurate with the standards of academic performance prescribed by the administration of the University. To assure himself, his staff, and his administrative superiors that he has made his recommendations with the guidance and support of the facuty of his department, the chairman will, whenever possible, employ formal and informal procedures involving his faculty in the making of decisions of this nature. Deans of the various colleges or schools will act upon the recommendations of the department chairmen and approve, reject, or amend these recommendations before transmitting them to the Provost or Vice Chancellor for Health Affairs as appropriate. (The deans of the various colleges or schools will submit to department chairmen explanations for changes in the recommendations of the various departments.)

B. *Selection of Candidates*

The department chairman, upon written authorization from the dean of his respective college or school, will notify his faculty of the number and ranks of positions available, and with the dean of his college or school becomes responsible for initiating and carrying out the search for candidates.

C. *Nomination of Candidates*

The department chairman is ultimately responsible for the nomination of candidates. However, the chairman should realize his need for guidance and support from his faculty in such an important matter as recruitment of staff. He will utilize the counsel of his faculty through procedures both formal and informal in nature.

D. *Appointment*

Appointment to a position on the departmental faculty is made by the Chancellor and confirmed by the Board of Trustees. The department chairman is responsible for appropriate notices to the appointee regarding his teaching or research assignments, text book orders, office space, and other pertinent information.

E. *Terms of Employment*

The written notification of appointment will specify the terms and conditions of employment. Any special understandings, promises, or conditions not included in the notification of appointment, as approved by the Chancellor, will not be considered by the University as part of the contract of employment. Arrangements as to service expected will be made between the candidates and dean or department chairman.

To facilitate a uniformity of employment throughout the University community a summary letter, an original and a copy, will be sent by the appropriate dean or department chairman, along with the Faculty Personnel Recommendation (yellow) Form, to the Provost or Vice Chancellor for Health Affairs, as appropriate. After the approval of the appointment by the various deans and the Chancellor of

the University, a copy of this letter and a contract will be forwarded to the appointee indicating the intent of the administration to offer a position to the appointee. The contract will contain:

1. The beginning rank.
2. The length of appointment.
3. The total annual salary.

The summary letter will state clearly prior oral and written agreements between the appointee and the appropriate dean or department chairman and will include the following:

1. A definition of the letter as a final commitment, relative to the action of the Chancellor and the Board of Trustees.
2. Indication that the offer will become binding upon the signing of the contract.
3. The total length of the probationary period and at what point the appointee would be considered for tenure.
4. The length of annual service, i.e., three quarters.
5. The opportunity for employment in the summer session and approximate salary for such service.
6. The total teaching and contact hours over the annual period and if possible, specific courses to be taught.
7. The date the appointee is expected to report and the date of his final annual duties under his appointment.
8. Enclosure of a copy of the current *Faculty Manual* of East Carolina University to inform the appointee of the institution's by-laws and regulations.

F. *Assignment of Duties*

The chairman of the department will assign the faculty members of his department their specific duties and responsibilities. Each member of the departmental faculty will, in turn, be responsible to the chairman for the proper discharge of his assigned duties.

G. *Continuation of Employment*

Appointments without tenure are probationary. Each faculty member without tenure shall be notified in writing by the Chancellor whether or not he will be rehired for the following year according to the schedule below:

March 1 for the first year
December 15 for the second year
One full academic year thereafter

The decision regarding retention of a non-tenured faculty member will be made by the department chairman after such consultation with members of the faculty and the dean of the college or school as he shall deem appropriate in each case. The department chairman annually will inform the non-tenured faculty member of his progress toward tenure both by personal conference and written resume.

II. *Professional Advancement*

Two principles are incorporated in the following criteria and procedures for professional advancement. They are (1) flexibility in promotion and salary arrangements, and (2) appropriate recognition for merit and outstanding performance.

A. *Factors of Achievement and Service*

Two different sets of factors should be considered in estimating the faculty member's readiness for a salary increase and his worthiness for promotion in rank: (1) length of professional service and (2) merit.

Professional service factors typically include such consideration as (1) total service, covering both years at East Carolina University and equivalent service elsewhere, (2) total years in rank, (3) contributions to campus activities and committee work, (4) constructive relationship with colleagues, (5) skill and efficiency in handling classroom and campus routines, (6) community activities, and (7) membership in professional organizations. This does not express an attempt to establish priority.

Merit factors typically include such considerations as: (1) teaching effectiveness, (2) continued professional growth, (3) research activities, (4) creative and scholarly

production, (5) leadership activity in a professional organization, and (6) government service.

Length of professional service clearly contributes to readiness for increase in salary. Promotion in professional rank, however, cannot be attained by mere accumulation of years of service. Professional distinction can be achieved only through outstanding performance in activities comprising the search for, the perpetuation of, and the dissemination of knowledge. Because promotion into the higher ranks should be the reward of significant professional achievement, it is possible for any of the lower academic ranks to be a terminal rank.

B. *Criteria for Appointment and Promotion to the Several Academic Ranks*

Among the many qualifications which may be considered when making appointments and promotions, the following are judged as essential:

Instructor — Evidence of character traits which contribute decidedly to the professional advancement of the well-trained person; evidence of a sound educational background for the specific position, including as a minimum the master's degree or equivalent; and evidence of teaching ability.

Assistant Professor — Qualifications of the previous rank plus a terminal degree as recognized by the Southern Association of Colleges and Schools or the profession concerned or the doctor's degree or substantial progress toward the doctor's degree or terminal degree as described above; evidence of a potential for continued professional growth through study, membership in professional organizations, and creative activity in the form of research or publication.

Associate Professor — Qualifications of the previous ranks plus a terminal degree as recognized by the Southern Association of Colleges and Schools or the profession concerned or the doctor's degree; a significant record of effective teaching or research at the college or university level; a record of creative or research activity resulting in publication or comparable productivity; a record of participation in professional organizations; effective service on departmental, school, college, academic or administrative committees; and evidence of superior worth to the University.

Professor — Qualifications of the previous ranks plus achievement of an outstanding reputation as a teacher or in independent research; an extensive record of success in directing graduate study, research, or writing; a record of significant publication or comparable creative or research activity; a record of significant contribution as a member of faculty committees or the Faculty Senate, whenever called upon to serve; a record of participation in professional organizations.

C. *Effecting Promotions and Salary Increases*

Recommendations for promotion and salary increases shall be initiated by the chairman of the department after such consultation with his staff as necessary to promote departmental concord and effectiveness. These recommendations are to be made in conformity with the criteria herein and are submitted to the dean of the college or school for review in the light of the staff needs of his college or school as a whole. The dean's recommendations are submitted to the Provost or Vice Chancellor for Health Affairs, as appropriate, and the Vice Chancellor and Dean of the University, who must review the recommendations submitted by the various colleges or schools in the light of the total staff needs of the University. Upon their recommendations, the Chancellor will make the final decisions regarding promotion and salary increases, subject to the approval of the Board of Trustees.

III. *Advancement in Salary*

The University will strive to develop a plan for salary advancement which is reasonably related to promotion in rank. Such a plan should seek to realize the following objectives: (1) sense of security for each member of the University faculty, (2) range of rank and salary incentives to continued advancement in the profession, (3) a means of recognition of professional achievement, (4) appropriate remuneration for services performed, and (5) the maintenance of a uniform standard throughout the University.

IV. *Evaluation*

Promotions and increases in salary are subject to budgetary considerations and to a reasonable distribution of pro-

fessional staff in the academic ranks. Practice in the several colleges or schools and in the departments within a college or school should be relatively uniform. Exceptions should be made only in cases which are clearly unusual, as when maintenance of staff is threatened by a serious shortage of persons in specific disciplines. A promotion is ordinarily accompanied by a salary increase.

A. *Procedures for the Evaluation of Faculty*

The deans of the various colleges or schools and the chairmen of departments will develop a systematic procedure for the annual evaluation of faculty members, especially in the case of those members who do not have tenure. Such an evaluation procedure should be constructed upon the following principles: (1) objective criteria upon which evaluations are undertaken will be publicized; (2) the deans and chairmen will institute means that permit faculty members to report their achievements year by year; (3) records and reports will be on file in each departmental office to serve as objective evidence in support of promotions, salary increases, the grant of tenure or in support of decisions against promotions, salary increases, and the grant of tenure; (4) faculty members have the right to discuss their status with the department chairman and deans at any time.

B. *Guide for Evaluation of Faculty by Chairmen*

The chairman's evaluation shall include all factors the chairman may consider pertinent. Recommendations shall be based on definite statements accompanied by supporting evidence, including statements describing wherein and in what manner the faculty member does not meet expected performance.

A professional staff member may be deficient in one or several pertinent aspects, and yet be a highly useful and valuable member of the staff; on the other hand, a professional staff member may rate very highly in some respects, yet be generally a detriment to the University. It is the total makeup and performance of the individual that is significant, rather than a summation of discrete factors which might obscure this totality. Therefore, exercise of the most

careful judgment is required in order to maintain demonstrable objectivity in overall evaluation.

V. *Appeals*

In matters pertaining to promotion and salary increases the individual tenured faculty member has the right of appeal to the Faculty Affairs Committee. It is desirable that the right of appeal through the department chairman be utilized before an appeal is made to this committee.

The Faculty Affairs Committee shall consider all evidence pertinent to the requested promotion or salary increase and report its recommendation to the department chairman, appropriate dean, Chancellor of the University, and Chairman of the Faculty. The Chairman of the Faculty shall be notified of administrative action on the Committee's recommendation; and, in the event that administrative action differs from the recommendation of the Committee, the Chairman of the Faculty shall be informed of the reasons for this decision.

VI. *Amendment Procedure*

Amendments to the East Carolina University Personnel Policy and Precedure for the Faculty may be proposed by any full-time member of the faculty or by any faculty committee. The proposed amendment or amendments shall be submitted to the Faculty Senate for consideration. In such a case the proposed amendment or amendments shall be handled as any other item of legislation which comes before the Senate.

Appendix D

PROVISIONS REGARDING TENURE AND ACADEMIC DUE PROCESS, EAST CAROLINA UNIVERSITY

I. *Academic Tenure*

A. Academic tenure refers to the conditions and guaranties that apply to a faculty member's professional employment. In according tenure, the purpose is to protect the academic freedom of faculty members, while providing them with a reasonable degree of economic security. It is recognized that tenure policy is a vital aid in attracting and retaining instructional personnel of the high quality which this University seeks for its faculty.

B. After the expiration of a probationary period (instructors and assistant professors five years, associate professors and professors three years), full-time faculty members have tenure, and their services will be terminated only for adequate cause. It is the prerogative of the President to shorten this probationary period of faculty members at his discretion. Each faculty member without tenure shall be notified in writing by the President whether or not he will be rehired for the following year according to the schedule below:

March 1, the first year
December 15, the second year
One full academic year thereafter

C. The terms and conditions of every faculty appointment shall be in writing. A copy thereof, signed by the Chancellor, shall be delivered to the faculty member and a copy shall be retained by the Chancellor. Full information on the tenure policy of the University and on his own employment status shall be readily available to the faculty member at all times.

D. A faculty member who decides to terminate his employment has the obligation, through appropriate channels, to give written notice of his intention to the Chancellor not later than May 15 or thirty days after receiving notification of the terms of his continued employment for the following year, whichever date occurs later.

II. *Suspension and Discharge of Faculty Members*

A. A faculty member who has tenure may be suspended or discharged only by the Chancellor or by direction of the Board of Trustees, and then only in accordance with the provisions of this code. Adequate cause for suspension or discharge is to be interpreted as (a) incompetence, (b) neglect of duty, or (c) misconduct of such a nature as to indicate that the faculty member is unfit to continue as a member of the faculty.

B. The Chancellor shall, through administrative channels: (a) give the faculty member written notice of intention to discharge with a copy to the chairman of the department or dean of the college or school or (b) give the faculty member written notice that information concerning the faculty member is being referred to the faculty committee (identified in paragraph C, below), for its recommendation with a copy to the chairman of the department or the dean of the college or school concerned. The notice shall indicate the reasons for the intended discharge or the substance of the information being referred, shall advise the faculty member of his right to a hearing, and shall call attention to the provisions of this statement. Within two weeks after receipt of the notice, the faculty member may request a hearing by written notice to the Chancellor and the chairman of the faculty committee. If no request is filed within that time, the Chancellor may proceed to discharge, when notice of such intent has been given, or the faculty committee may proceed to the making of its recommendation without a hearing.

C. When a hearing is duly requested by the faculty member, it shall be accepted before a standing committee elected by the institution's Faculty Senate at the first meeting of the Senate in each academic year. The committee shall be composed of five members and five alternates, all of whom must be members of the regular teaching faculty who hold tenure. They shall be elected for two-year terms on a rotating basis. The alternates serve when a regular member (a) is not available because of illness, on leave, off the campus for a protracted length of time; or (b) is the dean of the college or school or chairman of the department in

which the faculty member is employed; or (c) is challenged by the accused; or (d) wishes to disqualify himself. The hearing shall be upon written charges or a written summary of information submitted by the Chancellor. The hearing committee shall accord the faculty member a two-week period within which to prepare his defense. The faculty member shall have the right to counsel; the right to present the testimony of witnesses and other evidences; the right to confront and cross-examine adverse witnesses; the right to examine all documents and demonstrative evidence against him; and the right, upon request made prior to the hearing, to a transcript of the proceedings furnished at the expense of the University. The Chancellor or his delegate or counsel may participate in the hearing, present evidence and cross-examine witnesses. The hearing committee shall also have the right to counsel.

D. In reaching its decision in cases in which a hearing is held, the faculty committee shall consider only the evidence presented at the hearing and such oral or written arguments as the committee, in its discretion, may allow. Should the committee find that the faculty member is guilty of misconduct, incompetence, or neglect of duty, it shall then decide whether its findings in that respect, considered in the light of the faculty member's general competence and fitness, justify a finding that the faculty member is unfit to continue as a member of the faculty. It shall make its written recommendation accordingly, and shall transmit the recommendation to the faculty member and to the Chancellor. Publication of such recommendation may be authorized only by the Chancellor.

E. If the Chancellor concurs, a recommendation of the committee, whether favorable or unfavorable to the faculty member, shall be final unless appealed to the Board of Trustees. The defendant shall have a right to a hearing before the Board of Trustees, if requested within two weeks of a decision by the faculty hearing committee. If the committee's recommendation is other than for unconditional retention, the Chancellor, in lieu of concurrence, may, with the consent of the faculty member, take any action more favorable to the faculty member than the committee's written recommendations, which action shall be final.

F. In any case brought before the Trustees, a hearing shall be accorded by the Executive Committee or a special committee of the Trustees appointed by the Chairman of the Board. The hearing shall be conducted in the same manner as the hearing before the faculty committee; the faculty member shall have the same rights; and the decision of the hearing committee shall be reached solely upon the evidence adduced at the hearing and such argument, oral or written, as the hearing committee may allow. The charges or summary of information shall be the same as those before the faculty committee, unless modified in favor of the faculty member, with his concurrence, by the Chancellor of the University; and the hearing committee shall, in the same manner as the faculty committee, consider general fitness as well as the specific offenses. If the recommendation of the faculty committee is sustained, the case is closed. If it is not sustained, the Trustees shall return the case to the faculty committee with objections specified. The committee shall reconsider the case in the light of the objections of the Trustees, receiving new evidence, if necessary. It will reframe its decision, communicating it to the Chancellor of the University for transmittal to the Trustees. After study of this decision the Trustees shall reach the final judgment in the case.

G. Once he has requested a hearing, the faculty member shall not be discharged, without his consent, until final decision is reached (and then only in accordance with such decision), provided that the faculty member may at any time withdraw his request for hearing and consent to the discharge; or he may be discharged upon a finding by the faculty committee that, at any stage of the proceedings before the faculty committee or the Trustees' committee, the faculty member, after requesting a hearing, has, without adequate cause, failed to appear.

III. *Definitions*

A. Incompetence — Assuming that a faculty member is competent when granted tenure, incompetence will mean gross ignorance of information in his field and specialty which may come about through his having forgotten this

information or not having kept abreast of scholarship. Such a charge is to be adjudicated by a committee of three authorities in the accused's field outside the institution in the following manner: one member chosen by the committee, two members chosen by the accused.

B. Neglect of Duty — Neglect of duty will mean: (a) failure to teach relevant material and/or (b) flagrant or persistent refusal to obey University regulations.

C. Misconduct — Misconduct will mean the conviction for transgression of criminal statutes.

Appendix E

ACADEMIC FREEDOM

The East Carolina University faculty and administration believe that in writing or speaking each member of the faculty has the same rights and duties as any other citizen. They believe also that each faculty member in exercising his right of free speech must realize that in the minds of many people he occupies a representative position and that in consequence the reputation of the University lies partly in his hands. Therefore, it is his duty to safeguard the reputation of the University and of his colleagues with special care.

East Carolina University accepts the following statement of principles made in 1940 by the American Association of University Professors:

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterancs. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he is not an institutional spokesman.

East Carolina University also accepts the following statement concerning "Professors and Political Activity" made

in 1969 by the American Association of University Professors:

The college or university faculty member is a citizen and, like other citizens, should be free to engage in political activities so far as he is able to do so consistently with his obligations as a teacher and scholar.

Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as a member of a faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) may require that the professor seek a leave of absence from his college or university.

In recognition of the legitimacy and social importance of political activity by faculty members, universities and colleges should provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's work-load or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

A faculty member seeking leave should recognize that he has a primary obligation to his institution and to his growth as an educator and scholar; he should be mindful of the problems which a leave of absence can create for his administration, his colleagues, and his students; and he should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments in his favor are made, such as a reduction of workload, he should expect them to be limited to a reasonable period.

A leave of absence incident to political activity should come under the institution's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

Appendix F

GRADUATE SCHOOL ORGANIZATION

I. *The Graduate Faculty*

A. *Functions and Jurisdictions*

The Graduate Faculty exercises the authority within the University for the development of general policies and procedures for the graduate courses and programs.

B. *Membership*

Members of the permanent Graduate Faculty are selected by the Graduate Council on the nomination of their chairman or dean and the recommendation of the Graduate Faculty Committee. A member of the permanent Graduate Faculty who has not been involved in a graduate program for two years by teaching a graduate course, by directing research, or by being active in an administrative capacity on the graduate level should be removed from the Graduate Faculty. A member of the Graduate Faculty may be removed earlier by action of the Graduate Council. A person who is removed is eligible to apply for reinstatement to the permanent Graduate Faculty.

The members of the permanent Graduate Faculty shall hold the highest terminal earned degree or the clear equivalent in their fields, shall have avowed interest in graduate instruction, shall have experience in teaching advanced subjects, shall be productive scholars, and shall be active in their profession.

A person not meeting all requirements for appointment to the permanent Graduate Faculty may be given a yearly appointment to teach specific graduate courses or to direct research. These appointments are renewable, but are not ordinarily extended beyond five years unless the person has made substantial progress toward meeting the requirements for appointment to the permanent Graduate Faculty.

C. *Meetings*

The Graduate Faculty may meet in plenary session once or twice a year.

II. *The Graduate Council*

A. *Functions and Jurisdictions*

1. The Graduate Council has final jurisdiction over procedural matters and over most policy matters. The latter may be referred to the Graduate Faculty at the discretion of the Council or upon a petition signed by at least 15% of the members of the Graduate Faculty.
2. The Council may establish the following committees:
   a. Policies Committee (administrative)
   b. Committee on Graduate Faculty
   c. Curriculum Committee
   d. Committee on Student Admission and Retention
   e. Credits Committee
   f. Other special committees as needs dictate

B. *Membership*

The composition of the Graduate Council will be as follows:

1. One elected representative from the permanent Graduate Faculty of each school or department offering a graduate degree program except that a school or department that has a graduate degree program for less than a year may include temporary graduate faculty as electors.
2. The following persons who shall be *ex officio:*
   a. Chancellor of the University
   b. Vice-Chancellor and Dean of the University
   c. Provost of the University
   d. Dean of the Graduate School

e. Dean of Admissions
f. Dean of Continuing Education
g. Assistant (Associate) Dean of the Graduate School
h. Two student representatives from the Advisory Council of Graduate Students

C. *Meetings*

The Graduate Council will meet not less than once a month to consider, approve, or disapprove current matters and to hear and act upon committee reports and recommendations. A quorum for the purpose of conducting business is two-thirds of the membership of the Council, major fraction governing, excluding *ex officio* members. When a quorum is present, official action may be taken by a majority vote of the members present. If a member of the Council cannot attend a regular or call meeting, his dean or chairman may send a substitute who will not have the privilege of voting. To make a change in this instrument, "Graduate School Organization," dated May, 1973, a two-thirds vote of the membership of the Council will be required.

III. The Dean of the Graduate School is responsible for the administration of the policies of the Graduate School. He is Chairman of the Graduate Council, and of the Graduate Faculty.

This codification and amendment to the original document entitled "Graduate School Organization," dated December 8, 1967, was adopted by the Graduate Council on April 16, 1973.

Appendix G

NORMAL ACADEMIC CHANNELS, EAST CAROLINA UNIVERSITY

Chancellor

Vice Chancellor and Dean of the University

Provost

Dean of the Graduate School

Dean of College of Arts and Sciences

Department Chairman

Faculty Member in College of Arts and Sciences

Director of Library Services

Faculty and Professional Staff Member

Dean of School

Department Chairman

Faculty Member in Professional Schools (Art, Business, Education, Home Economics, Music, Technology)

Dean of Division of Continuing Education

Faculty Member in Division of Continuing Education

Vice Chancellor for Health Affairs

Dean of School

Department Chairman

Faculty Member in Professional Schools (Allied Health and Social Professions, Medicine, Nursing)

Director of Health Affairs Library

Faculty and Professional Staff Member

Appendix H

RESOLUTION OF THE BOARD OF GOVERNORS CONCERNING THE EMPLOYMENT OF RELATED PERSONS

WHEREAS, decisions concerning the employment, evaluation, promotion and compensation of academic personnel should be based in every instance on considerations of individual merit, and

WHEREAS, favoritism based on family relationships between employees derogates from the merit principle of employment, and

WHEREAS, the risk of occurrence of such favoritism can be avoided most effectively by the advance establishment of general restrictions against the creation of situations where such favoritism could be operative; and

WHEREAS, a common policy concerning the employment of relatives, applicable to personnel practices at all constituent institutions of The University of North Carolina, is desirable,

NOW THEREFORE, The Board of Governors herewith adopts the following UNIVERSITY POLICY CONCERNING THE CONCURRENT EMPLOYMENT OF RELATIVES

A. *Basic Principles*

Consistent with the principle that University employees and prospective employees shall be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion or national origin, or any other factors not involving personal professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family relationship, shall be observed with respect to institutional personnel who are not subject to the State Personnel Act:

1. Related persons shall not serve concurrently within the institution in any case where one such relative would occupy a position having responsibility for the direct supervision of the other relative.

2. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same academic department (or other comparable institutional subdivision of employment) a relative may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the relative.

3. With respect to the concurrent service of related persons within the same academic department (or other comparable institutional subdivision of employment), neither relative shall be permitted, either individually or as a member of a faculty or as a member of a committee of a faculty, to participate in the evaluation of the other relative.

B. *Definition of "Related Persons"*

The following relationships are sufficiently immediate to invoke the prohibitions against concurrent service of related persons:

1. Parent and child
2. Brothers and sisters
3. Grandparent and grandchild
4. Aunt and/or uncle and niece and/or nephew
5. First cousins
6. Step-parent and step-child
7. Step-brothers and step-sisters
8. Husband and wife
9. Parents-in-law and children-in-law
10. Brothers-in-law and sisters-in-law
11. Guardian and ward

C. *Effective Date*

The provisions of this policy shall be applicable prospectively only, with reference to appointments made after the adoption date of the policy.

D. *Employees Subject to the State Personnel Act*

With respect to University employees who are subject to the State Personnel Act, applicable restrictions concerning the concurrent service of related persons shall be those adopted by the State Personnel Board.

E. Each Chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

INDEX

A

AAUP 89
Absence, Faculty 46
Academic Affairs 19
  and Non-Academic Services 101
  Apparel 37
  Channels, Normal 145
  Committees, Annual Report Format 10
  Committees—Policy-Making Machinery 8
  Committees—Lines of Authority and Responsibility 16
  Council—Policy-Making Machinery 7
  Counseling 39
  Due Process and Tenure, Provisions Regarding 135
  Freedom 140
  Information 38
  Lines of Authority and Responsibility 16
  Policies and Procedures 38
  Policy 6
Activities, Extracurricular, and Class Attendance 47
Administration, General University 6
Administration of Schools and Departments 20
Administrative Committees 14
  Council—Lines of Authority and Responsibility 16
  Council—Policy-Making Machinery 14
  Lines of Authority and Responsibility 16
  Policy 14
Admission 101
Admission to Athletic Contests 89
Admission, Summer Session 101
Admissions Committee 10
Admissions, Dean of 23
Advisers, Student 39
Agenda Committee 120
Alumni Affairs, Director of 26
Alumni Association 101
Annual Report Format, Academic Committees 10
Annuity, Tax Deferred 81
Announcements 38
Anti-Nepotism 146
Apparel, Academic 37
Appeals (Academic), Student 11
Application for Graduation 39
Appointment 21, 69
Arts and Sciences, College of 21
Assemblies, Departmental 36
Assemblies, University 36
Associate Dean of Student Affairs for Activities 29
Associate Dean of Student Affairs for Men 29
Associate Dean of Student Affairs for Women 30
Athletic Affairs 25
Athletic Contests, Faculty Admission to 89
Athletics, Director of 25
Attendance Regulations, Class 47
Attendance, Class, and Extracurricular Activities 47
Audio-Visual Materials, Library 61
Auditing 102
Auditoriums, Use of 61
Automobile License 88

B

Benefits and Welfare 73
Board of Trustees—Policy-Making Process 5
Budget and Equipment, Schools and Departments 20
Buildings and Grounds, Superintendent of 34
Buildings, Maintenance and Operation of 60
Business Affairs 31
Business Affairs, Vice Chancellor for 17, 31
Business Manager 32

C

Cafeterias 89
Calendar Committee 11
Campus Directory 92
Campus Mail Service and Post Office 97
Career Education Committee 121
Career Planning and Placement Service 27, 103
Cashier 32
Central Ticket Office 89
Certification 49
Chairmen of Departments and Deans of Colleges and Schools 20
Chancellor—Policy Making Process 6
Chancellor—Responsibilities 17
Change of Grade 46
Change of Major 42
Charter of the Faculty Assembly of the University of North Carolina 123
Circulation of (Library) Books and Periodicals 62
Class Attendance Regulations 47
Class Attendance and Extracurricular Activities 47
Class Roll Verifications 45
Classes, Schedule of 41
Collection of Money 88
College of Arts and Sciences 21
Commencement Exercises 36
Committee on Committees 120
Committees, Academic 8, 16
Committees, Administration 14
Comptroller 32
Computing Center 90
Computing Center, Director of 27
Conduct, Student, General 108
Conduct, Student, in Class 108
Constitution of the Faculty Senate, East Carolina University 109
Continuing Education 90
Continuing Education Committee 11
Continuing Education, Dean of Division of 24
Contractual Services, Supplies, and Equipment 86
Cooperative (Library) Lending Agreement, U.N.C. 65
Counseling, Academic 39
Counseling Center 103
Counseling Center, Director of 30
Counseling, Student 67
Course Revisions, New Degree Programs, New Courses 48
Course Work, Repetition of 42
Courses, Selection of 41
Courses, Orientation to 50
Credit by Examination 48
Credit Union 91
Credits Committee 11
Curriculum and Instruction, Schools and Departments 21
Curriculum Course Bank 49
Cuts, Class 47

D

Dean of Admissions 23
Continuing Education 24
Student Affairs 28
Deans of Colleges and Schools and Chairmen of Departments 20
Death Benefit (See Retirement) 75
Deferred Grades and Incompletes, Reporting of Removal to Registrar's Office 45
Delegates to Faculty Assembly of University of North Carolina, Selection and Election of 125
Departmental Assemblies 36
Departmental Staff Meetings 36
Departments and Schools 22
Departments or Schools, Administration of 20
Desk Copies 52
Development 25
Development, Director of Institutional 25
Director of Alumni Affairs 26
Athletics 25
Career Planning and Placement Service 27
Computing Center 28
Counseling Center 30
East Carolina University Regional Development Institute 27
Health Affairs Library 65
Housing 31
Institutional Development 25
Institutional Research 26
International Education 24
Laundry 33
Library Services 23
Personnel 32
Physical Plant 33
Public Relations and News Bureau 26
Religious Activities 30
Security 34
Sponsored Programs 26
Directory, Campus 92
Disability Salary Continuation Plan 80
Discipline, Student 108
Double Major 42
Drop-Add 43
Due Process Committee 120, 136

E

East Carolina Union 91
East Carolina University Regional Development Institute Director of 27
East Carolina University Research Council 92
Emergencies and Unusual Occurrences 73
Employment of Related Persons 146
Employment Policies 68
Engineer, Plant 34
Equal Employment Opportunity Officer 19
Equipment and Budget, Schools and Departments 22
Equipment, Contractual Services, and Supplies 86
Evaluation of Students 67
Examination, Credit by 48
Examinations and Tests 53
Execution of Policy (Administrative) 16
Expenses, Travel 82
External Affairs, Vice Chancellor for 18
Extracurricular Activities and Class Attendance 47

F

Facilities, Instructional 58
Faculty Absence 46
Admission to Athletic Contests 89
Affairs Committee 12
Assembly of the University of North Carolina, Charter of 123
Appointment 69
Governance Committee 121
Housing 95
Institutional Services Available to 89
Leave of Absence 70
Load 38
Maximum and Average Salaries for 9 Months 72
Meetings 35
New, Orientation of 71
Organization—Policy-Making Machinery 7
Parking 88
Personnel Policies 68, 127
Promotion 69
Publications Available to 98
Ranks 69
Remission of Tuition Fees for 98
Resignations and Reappointment 71
Retirement 71, 75
Salary Payments 72
Salary Policies 72
Senate 7, 16
Senate, Constitution of 109
Senate Meetings 35
Swimming 99
Tenure 69
Welfare and Benefits 73
Welfare Committee 12
Financial Aid Officer 31
Financial Aid, Student 107
Fire Alarm 60
Foundations and Grants 92

G

General College 22
General Faculty—Policy-Making Machinery 7
General University Administration 6
Government Documents, Library 64
Grade, Change of 46
Grades, Posting of 45
Grades, Reporting of to Registrar's Office 45
Graduate Council 7, 16
Graduate Council and Graduate Faculty Meetings 36
Graduate School 22
Graduate School Organization 142
Graduation, Application for 39
Grants and Foundations 92

H

Health Affairs Library 65
Health Affairs, Vice Chancellor for 18
Hearing and Speech Clinic 107
Hospitalization 79
Housekeeping Administrator 34
Housing, Director of 31
Housing, Faculty 95
Human Beings as Research Subjects, Policy Statement as to Protection of Rights of 93

I

Income Protection Plan 81
Income Tax 72
Incompletes and Deferred Grades, Reporting of Removal to Registrar's Office 45
Individual Faculty Members, Students—Lines of Authority and Responsibility 16, 17
Infirmary 95
Information, Academic 38
Information Services, Student 67
Institutional Development, Director of 25
Institutional Research, Director of 26
Institutional Services Available to Faculty 89
Instruction 50
Instructional Facilities 58
Instructional Media 96
Instructional Survey Committee 121
Insurance, Life 80
Interlibrary Loan Service 64, 66
International Education, Director of 24
Introduction 1

K

Key Officers, Responsibilities of 17

L

Laundry 96
Laundry, Director of 33
Leave of Absence 70
Library, Health Affairs Library 62, 65
Audio-Visual Materials 63, 66
Books and Periodicals, Circulation of 62, 65
Committee 12
Government Documents 64
Hours 62, 65
Interlibrary Loan Service 64, 66
Ordering 63, 66
Reserve 63, 66
Services, Director of 23
License, Automobile 88
Life Insurance 80
Lines of Authority and Responsibility 16
Load, Faculty 38
Load, Student 40
Loan Service, Interlibrary 64, 66
Lost and Found Articles 96

M

Mail Service, Campus, and Post Office 97
Maintenance and Operation of Buildings 60
Major, Change of 42
Major, Double 43
Manager, Students Supply Stores 33
Marshals, University 100
Maximum and Average Salaries, Faculty, for 9 Months 72
Medical Attention 104
Meetings, Departmental Staff 36
Faculty 35
Faculty Senate 35
Graduate Council and Graduate Faculty 36
Money, Collection of 88
Motor Vehicle Registration 88

N

Nepotism 146
New Courses, New Degree Programs, Course Revisions 48
New Faculty, Orientation of 71
News Bureau 96
News Bureau and Public Relations, Director of 26
Non-Academic and Academic Services 101
Normal Academic Channels, East Carolina University 145
North Carolina, University of 4

O

Office Hours 38
Official Withdrawal 44
Ordering, Library 63, 66
Organization and Administration 4
Organizations, Student 107
Orientation of New Faculty 71
Orientation to Courses 50

P

Parking, Faculty 88
Payroll Officer 33
Personnel, Director of 32
Policies 68
Policy and Procedures for the Faculty of East Carolina University 127
Program, Student 101
Schools and Departments 21
Physical Plant, Director of 33
Placement Service, Career Planning and 103
Placement Service, Director of Career Planning and 27
Plant Engineer 34
Policies and Procedures, Academic 37
Policy-Making Machinery 6
Policy-Making Process 5
Policy Statement Relative to the Protection of Rights of Human Beings as Research Subjects 93
Posting of Grades 45
Post Office and Campus Mail Service 97
Preregistration 40
Professional Schools 22
Promotion 69
Protection Plan, Income 81
Provisions Regarding Tenure and Academic Due Process, East Carolina University 135
Provost 19
Publications Available to Faculty 98
Public Relations and News Bureau, Director of 26
Purchasing Officer 32
Purpose and Objectives of East Carolina University 3

R

Radio 105
Ranks 69
Reading Laboratory 106
Reappointment and Resignations 71
Re-examinations 54
Regional Development Institute, E.C.U., Director of 27
Registrar 23
Registrar's Office, Reporting of Grades to 45

Registrar's Office, Reporting of Removal of Incompletes and Deferred Grades to 45
Registration 40
Registration, Motor Vehicle 88
Related Persons, Employment of 146
Religious Activities 105
Religious Activities, Director of 30
Remission of Tuition Fees for Faculty 98
Removal of Incompletes and Deferred Grades, Reporting to Registrar's Office 45
Repetition of Course Work 42
Reporting of Grades to Registrar's Office 45
Reporting Removal of Incompletes and Deferred Grades to Registrar's Office 45
Research Council, East Carolina University 92
Reserve, Library 63
Resignations and Reappointments 71
Resolution of the Board of Governors Concerning the Employment of Related Persons 146
Responsibilities of Key Officers 17
Retirement 71, 75

S

Salary Payments, Faculty 72
Salary Policies, Faculty 72
Savings Bonds, U.S. 82
Schedule of Classes 41
School or Department, Administration of 20
Schools and Departments 22
Security, Director of 34
Selection and Election of Delegates to Faculty Assembly of University of North Carolina 125
Selection of Courses 41
Senate, Faculty 7, 16
Senate, Faculty, Constitution of 109
Senior Summary Sheet 39
Services, Academic and Non-Academic 101
Services, Institutional, Available to Faculty 89
Sick Leave and Vacation 79
Social Security 74
Speakers Bureau 90
Speech and Hearing Clinic 107
Sponsored Programs, Director of 26
Staff Meetings, Departmental 36
Standing Committees, East Carolina University Faculty Senate 120
Student Advisers 39
Affairs 28
Affairs, Associate Deans of 29
Affairs, Dean of 28
Appeals (Academic) 11
Conduct, General 108
Conduct in Class 108
Counseling 67
Discipline 108
Financial Aid 107
Government Association 108
Guidance Committee 12
Information Services 67
Load 40

Organizations 107
Personnel Program 101
Recruitment Committee 13
Scholarships, Fellowships, and Financial Aid Committee 13
Teaching 54
Students, Evaluation of 67
Students Supply Stores 99
Students Supply Stores, Manager 33
Summer Session 99
Summer Session Admission 101
Summer Session Teaching 38
Superintendent of Buildings and Grounds 34
Supervising Tests 54
Supplies, Equipment, and Contractual Services 86
Swimming, Faculty 99
Syllabi 53

T

Tax Deferred Annuity 81
Tax, Withholding 72
Teacher Education Committee 13
Teaching, Student 54
Telephone Service 100
Tenure and Academic Due Process, Provisions Regarding 135
Tenure 69
Tests and Examinations 53
Tests, Supervising 54
Textbooks 50
Ticket Office, Central 89
Traffic Regulations 88
Travel Expenses 82
Trustees, Board of 5
Tuition Fees, Remission of, for Faculty 98

U

U.N.C. Cooperative (Library) Lending Agreement 65
Union, East Carolina 91
University Administration, General 6
Assemblies 36
Curriculum Committee 13
Marshals 100
Property, Use of 58
University of North Carolina 4
Use of Auditoriums 61
Use of University Property 58
U.S. Savings Bonds 82

V

Vacation and Sick Leave 79
Vehicle Registration 88
Vice Chancellor and Dean of the University 17
Vice Chancellor for Business Affairs 17, 31
Vice Chancellor for External Affairs 18
Vice Chancellor for Health Affairs 18

W

Welfare and Benefits 73
Withdrawal, Official 44
Withholding Tax 72
Workmen's Compensation 73